

Town of Jamaica  
Jamaica Town Hall  
Facility Rental Agreement

**INFORMATION**

Organization/ Individual:					
Type of Event:					
Contact Name:					
Address:					
City:		State:		Zip code:	
Telephone:			Other:		
Email:					
Electrical Requirements:					
Stage Requirements (including lights):					
Handicap Accessibility Requirements:			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Date(s) of Event:					
Additional Dates Needed:					
Signature:					
Fee Received <input type="checkbox"/>	Damage Deposit \$200 <input type="checkbox"/>	Cleaning Deposit \$100 <input type="checkbox"/>	COI recd <input type="checkbox"/>		
Amount Received:		Date Received:			

**FEE SCHEDULE (FEE)**

Event Type	Resident/Taxpayer	Non-Resident
Public Event	25.00	50.00
Private Event	50.00	100.00
Additional days	25.00	50.00
Deposit	200.00	200.00

Please provide a separate check for the Deposit. Public Event – Event open to the general Public  
Private Event – Event closed to general Public

**INSURANCE: Renter will procure and maintain at its sole cost & expense, comprehensive General Liability Insurance coverage in which the Town of Jamaica is named as an additional insured with combined single limit coverage of \$1,000,000.00 per occurrence and \$1,000,000.00 in aggregate. Renter will furnish the Town with a Certificate of Insurance prior to the Event.**

Town of Jamaica  
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Facility Rental Agreement

The Town of Jamaica (“Town”) is pleased to enter into this  
Facility Rental Agreement (“Agreement”) with

\_\_\_\_\_ (“Renter”)

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the “Effective Date”)

for Renter’s use of the Jamaica Town Hall (“Facility”),  
subject to the following terms and conditions:

**INDEMNIFICATION**

Renter agrees to indemnify the Town, its officers and employees, from any and all actions, losses, damages, claims, or liability that may occur as a result of the holding of the scheduled event. Renter incurs and assumes all responsibility for all actions, losses, damages, claims, or liability that may occur as a result of the holding of the scheduled event.

**FINANCIAL OBLIGATIONS**

Renter shall pay to the Town, the appropriate Fees upon the execution of this Agreement for use of the Facilities, in accordance with the Fee Schedule. The Fee includes a damage deposit (“Deposit”) of Two Hundred Dollars - \$200 USD and a cleaning deposit of One Hundred Dollars - \$100. The Town shall not reserve the date until Renter has tendered the full Fee.

**RIGHT OF ENTRY**

The Town, and those persons authorized by it, shall have the right to enter the Facility at all reasonable times for any reasonable purpose, as well as at any time in the event of emergency involving possible injury to property or persons in or around the Facility.

**NO WARRANTY**

The Facility is provided “AS IS”, “WHERE IS” and without warranty as to the suitability of the Facility for Renter’s intended use. Renter shall be responsible for the repair and/or replacement of the Facilities to the extent such repair or replacement is the result of Renter’s (or its agents, contractors, employees, invitees, or subcontractors) negligence, misconduct, misuse, abuse, or breach of the terms and conditions of this Agreement. Renter shall deliver the Facilities to the Town in as good condition as when received by Renter, ordinary wear and tear excepted.

**CLEAN UP**

No items may be stored overnight without prior consent of the Town. Any items left after the event will be regarded as trash and removed. A clean up fee will be assessed and billed against the Renter’s Cleaning Deposit.

All areas used must be returned to the conditions and order they were in before scheduled use. All litter, trash, decorations

and garbage must be removed from the Facility and surrounding properties.

All spills must be wiped up immediately and then thoroughly cleaned after event.

No Town or Facility property may be removed from the Facility.

**DAMAGE**

Any damage that may occur as a result of the holding of the scheduled event will be assessed and billed against the Renter’s Damage Deposit. Damage cost in excess of the Deposit amount will be billed to contact defined above.

**OTHER RESTRICTIONS AND CONCERNS**

Tape, wire, staples, nails, tacks, glue, and similar damaging items are prohibited from use for securing decorations OR NOTICES to exterior and interior wall surfaces and light fixtures.

The use of open flame or cooking OR WARMING equipment is strictly prohibited. Also prohibited are pyrotechnics, candles, firearms or weapons of any kind.

Parking or driving on any part of the Facility property is prohibited.

No structure or devise shall be erected, attached to or built on the property, except stage or exhibition assemblies installed in conformance with the prohibitions for decorations.

Handicap Lift is not to be used for cargo.

The Facility is a non-smoking environment.