

Town Of Easton
Community Center/Odd Fellows' Hall
Rules and Waiver

The person making application for rental of the Community Center/Odd Fellows' Hall must be 21 years or older. The applicant will be held responsible for all activities and damages that occur while the Hall is being rented by them. **Key must be picked up no later than 3:00pm the Friday before your event.**

1. ABSOLUTELY NO SMOKING IN THE ODD FELLOWS HALL—OR OUTSIDE THE BUILDING FOR TWENTY FEET beyond the structure:

Signature of Applicant

2. No damage or vandalism to the building. **There should be no tape or tacks used on the walls or ceiling.**

3. Applicant must leave the building and its contents in the same condition as they found it. All tables and chairs must be returned to the proper racks. Please initial here _____

4. All garbage and debris are to be taken away at the end of the event by the applicant. There is a trash container beside the entrance to the Food Pantry that can be used for this purpose. Dishes used should be washed and put away. **Tables and chairs should be put back in racks.**

5. No alcohol will be permitted in the Hall or on Town owned property. If alcohol is found to be used during the rental period the applicant shall lose all abilities to rent the HALL in the future. Please initial _____

6. The Town is not responsible for injury to renters or their guests, or for any personal property damaged or lost items during the rental period. Please initial _____

7. Lights must be shut off when the applicant and guests leave. All doors must be locked when the applicant and guests leave.

ODD FELLOWS' HALL RENTAL WAIVER

I have fully disclosed to the best of my knowledge, the proposed use of the Odd Fellows' Hall. I am fully aware of the rules of the Hall's usage, and my responsibilities under the Odd Fellows' Hall Rental Policy. I fully acknowledge and accept the potential risks to my guests and myself during the times we have rented the Odd Fellows' Hall. I agree to release, hold harmless and keep indemnified the Town of Easton, its agents and assigns, and other representatives of the Town against all claims, actions, expenses and demands in respect to death, injury, loss, or damage to myself or my guests and any and all of my own or my guests' personal possessions and properties, however caused, arising in conjunction with rental of the Hall. This waiver is to be binding upon heirs, executors, assigns and myself.

I, _____ (print legal name), having read and understood this document, freely consent to its provisions.

Signature

Date

**ODD FELLOWS' HALL
USE APPLICATION
(TO BE FILLED OUT BY APPLICANT)**

Applicant's Name: _____

Applicant's Birth Date/Age: _____

Applicant's Mailing Address: _____

Applicant's Phone Number (daytime): _____

Proposed use of Odd Fellows' Hall: _____

Will there be any Food / Soda / Decorations brought to the Odd Fellows' Hall? YES/ NO

Estimated number of people to use the Odd Fellows' Hall: _____

Will any entrance fee be charged to anyone: YES/NO

Date(s) you are requesting rental of the Hall: _____

Times (including set up and break down) you are requesting rental of Hall:

From: _____ AM/PM To: _____ AM/PM Date _____

FOR STAFF USE;

Approved: _____

Key #: _____

Not approved: _____, Reason(s)

Total Fee: **\$50.00** Payable in advance.

Deposit Required: **\$5.00** until key returned.