

KLUCKER HALL
 14 Park Dr. Shiloh, Illinois 62269
 Phone 632-1022 ext. 119
 (Mailing Address: 1 Park Dr. Shiloh, Illinois 62269)

CONTRACT FOR BASEMENT RENTAL

NAME: _____ DATE OF RENTAL: _____
 ADDRESS: _____ APROX. # OF PEOPLE: _____
 CITY/ST/ZIP: _____ STARTING TIME: _____
 PHONE: _____ TYPE OF EVENT: _____

BASEMENT RENTAL: \$200.00 - DEPOSIT: \$100.00 to be paid up front.
Rental is due one month before the event.
Deposit may be refunded if facilities are left in clean condition.

Deposits may be refunded up to 30 days of the event as well of cost of hall. If less than 30 days the renter loses deposit only.

- This area seats 100 people.
- Rental is for 8 hours and may not exceed 12:30 a.m. with one half hour allowed to vacate the hall.
- Renter will be given a key to Klucker Hall and will assume responsibility for decorating, special setups, deliveries, and caterers.
- Tables need to be covered.
- Please make arrangements with the Village if you need extra time for taking down the decorations and returning of special tables.
- Renter is responsible for emptying all trash receptacles, disposal of all leftover food and cleaning of floor.

You may pick up the key on _____ between the hours of 8:00 a.m. and 4:00 p.m. at the Municipal Building at 1 Park Drive.

RENTER IS HELD RESPONSIBLE FOR:

- Any damages made to the hall
- Loss of equipment from the kitchen

The Village of Shiloh will not be held responsible for injuries, accident or any lost articles from guests or renters.

 Renter Date Village Representative Date

Office Use:

Deposit Fee: \$ _____ Cash Check # _____ Date Deposit Fee Paid: _____
 Rental Fee: \$ _____ Cash Check # _____ Date Rental Fee Paid: _____