



**TERRACE PARK COMMUNITY BUILDING  
RENTAL AGREEMENT**

**Event information**

Event Name: \_\_\_\_\_ Event date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Event contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Hours of building use: (include set up and clean up) \_\_\_\_\_ a.m./p.m. to: \_\_\_\_\_ a.m./p.m.  
Hours of event: \_\_\_\_\_ a.m./p.m. to : \_\_\_\_\_ a.m./p.m.. **(Events must conclude by midnight)**  
Number of guests (not to exceed 100): #guests \_\_\_\_\_  
Host or Sponsor Name (ONLY if non-Terrace Park resident) : \_\_\_\_\_  
Sponsor phone #: home \_\_\_\_\_ cell: \_\_\_\_\_ email: \_\_\_\_\_

**A \$100.00 cleaning deposit is required for all events, check made out to the Village of Terrace Park. Upon completion of a thorough inspection of the Community Building after the event, and if no damages are assessed, the deposit will be shredded.**

**Please contact the Village Office at 831-2138 if you need to cancel your event. Notify the Village office within 24 hours of your event to make sure the heat or air conditioning is on. In addition, a few cleaning items need to be completed by all renters. PLEASE DO NOT PUT TAPE ON THE WALLS.**

1. Return tables and chairs to original storage area.
2. Bag all trash and place in trash receptacles behind Village Office. The receptacles are located in the fenced storage area.
3. Sweep Community Building floor.
4. Make sure restrooms are tidy and toilets are flushed.
5. Make sure that appliances and lights are turned off.
6. Wipe down all surfaces with disinfectant.

**“Hold Harmless Clause”**

“To the fullest extent permitted by law, \_\_\_\_\_ agrees to defend, pay in behalf of, and hold harmless the Village of Terrace Park against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the Village of Terrace Park, its elected and appointed officials, employees, volunteers or all others working in behalf of the village of Terrace Park, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the Village of Terrace Park and/or in any way connected or associated with this contract.”

I hearby declare that I am covered by \_\_\_\_\_ Insurance Company with Liability in the amount of 1,000,000.00.

**I have read and understand the foregoing rules governing the availability and use of the Terrace Park Community Building.**

\_\_\_\_\_  
User signature

\_\_\_\_\_  
Village Representative

\_\_\_\_\_  
Date

**ALCOHOL CONSUMPTION IS PROHIBITED EXCEPT BY PERMIT  
(contact TPPD for more information)**