

**2022**

# INDEPENDENCE TOWNSHIP COMMUNITY CENTER RENTAL AGREEMENT

**EVENT DATE** \_\_\_\_\_ **EVENT TIME** \_\_\_\_\_ **TO** \_\_\_\_\_

*(2 hour minimum fee applies)*

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Independence Township Community Center Committee, Inc. (ITCCC) and the Renter as listed:

PERSON RESPONSIBLE FOR HALL RENTAL \_\_\_\_\_

PHONE \_\_\_\_\_ (CELL) \_\_\_\_\_ (HOME) \_\_\_\_\_ (WORK)

*(The monitor assigned to your event will contact you regarding setup and entry times)*

ADDRESS \_\_\_\_\_

EVENT DESCRIPTION \_\_\_\_\_

### WHAT WOULD YOU LIKE THE SIGN MARQUEE TO READ

\_\_\_\_\_  
*(We will accommodate/abbreviate dependent upon space and letters available)*

By Signing this Agreement, the Renter:

- Agrees that the Rental Rules and Regulations attached will be adhered to by the renter, guests and caterers/event planners.
- Agrees that the ITCCC and/or Fire Dept. will be held harmless from any liability or legal recourse stemming from the renter and/or guests incurring loss or damage to personal property or personal, physical injury due to the irresponsible actions of the renter and/or guests.
- Agrees to be responsible for any damages to any and all facility property, indoors or outdoors, due to the irresponsible actions of the renter and/or guests.
- Agrees that the facility will not be used for any unlawful purpose by the renter and/or guest.
- Agrees to secure the event date with a deposit of \$200 and that deposit will be forfeited if cancelled less than 30 days before event date. That deposit will be used toward a one-time monitor fee of \$50.00 + the first two hours of rental time. Any additional time will be due to the monitor after the event at the rate of \$75.per hour.
- Two hour minimum rental.
- Agrees to a \$50 charge for checks returned, unpaid for any reason and that only cash or money order will be accepted as full reimbursement.

SPECIAL NOTES: \_\_\_\_\_

\_\_\_\_\_

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

ITCCC Signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
**FOR OFFICE USE ONLY**

Deposit of \$ \_\_\_\_\_ Received On \_\_\_\_\_ By \_\_\_\_\_

Full Rent of \$ \_\_\_\_\_ Received On \_\_\_\_\_ By \_\_\_\_\_

# INTERNET SERVICE AND ACCESS AT THE COMMUNITY CENTER

ITCCC-2.4

PASSWORD: openwifi

## TABLES AND CHAIRS

25 ROUND TABLES (5' TABLES – SEATS 8 TIGHTLY)

25 RECTANGLE 30" X 8' TABLES (SEATS 8 COMFORTABLY)

225 CHAIRS

These are located in the building outside the rear southwest corner door. It is your responsibility to set up and cleanup all tables and chairs used.

**MAX OCCUPANCY IS 250 PEOPLE**

Attached is a graph of the actual hall dimensions. Each block is one square foot.

WiFi: ITCC-2.4  
password: open wifi

78 ft.

48 ft.

Door

Door

Door



Kitchen

BATHROOMS

25 round tables  
25 rectangular 30' x 8' tables  
225 chairs

Social Hall - 3744 sq ft.

Foyer