

**TOWN OF STEELE NUTRITION CENTER RENTAL (BEHIND DOLLAR GENERAL) revised 01-01-2021**

**RENTAL FEE**

\$150.00 for 5 hours (must be vacated by 10:00 PM)

\$ 75.00 security deposit (refunded if no damage)

\$225.00 total (check or cash) Write check to Town of Steele

The rental fee must be turned in with reservation form to confirm reservation

**YOU ARE RESPONSIBLE FOR RENTED FACILITY AND ANY DAMAGE (ENFORCED BY POLICE DEPT)**

**GENERAL RULES**

1. No glitter, confetti or hay
2. No open flames (lanterns, tikki torches, etc.)
3. Candles must be in safe container
4. No furniture is to be moved outside
5. Caterer must have business license
6. No alcohol on Town of Steele property
7. No smoking in buildings
8. The SOFAS AND PIANO are not to be moved
9. Tables and chairs may be moved but must be put back as you found them
10. You may used the refrigerator, microwave and coffee maker
11. Do not use the range

**YOU ARE RESPONSIBLE FOR DAMAGE TO WALLS AND CEILING**

1. No tape, nails, tacks or anything that will damage walls or ceiling

**YOU ARE RESPONSIBLE FOR DAMAGE TO FLOORS**

1. Don't drag anything across floor that could damage it (tote boxes, displays, etc)
2. No toys that could damage floor

**CLEANING RULES**

1. You don't have to sweep or mop
2. Remove LARGE food crumbs and trash from tables, floor and kitchen surfaces
3. Clean sink if used
4. Mop or wipe spills
5. Place all trash in bags and tie up
6. Place trash in cans at back door

**I HAVE READ AND AGREE TO THE ABOVE RULES** \_\_\_\_\_

signature

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Rental date and time: \_\_\_\_\_ event: \_\_\_\_\_

Caterer: \_\_\_\_\_ ph: \_\_\_\_\_

Address: \_\_\_\_\_ license #: \_\_\_\_\_