

GREENWOOD TOWNSHIP HALL AND PAVILION RENTAL AGREEMENT

To reserve the Hall or Pavilion, please contact the township clerk
at 218-753-2231

NAME _____ PHONE/CELLPHONE _____

ADDRESS _____

E-MAIL ADDRESS _____

TOWN HALL _____ PAVILION _____ PURPOSE _____

RENTAL DATE _____ TIME RESERVED FOR _____

DEPOSIT \$200.00 - due with application to hold reservation

The kitchen area is not included in this agreement unless specifically requested and any allowed usage may be limited.

It is my responsibility to arrange to get the entrance key, from the Clerk, during the posted regular office hours. The key/fob is NOT to be shared. I will be present during the entire rental period and will be the last one to exit the building/premises.

The key/fob will be returned to the Clerk or placed in the Drop box outside the Main Office before I leave.

I agree to take full responsibility for any damage or mess left by me or my guests and I will follow Hall and/or Pavilion Regulations.

SIGNATURE _____

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Office use only:

Approved by: _____ Date: _____

Refund of Deposit _____ Date: _____

Additional Damage Fee (If applicable) _____