



## EL PORTAL VILLAGE HALL RENTAL APPLICATION

The Village Hall is available from 10:30 am to 10:00 pm, for reasonable and prudent use, as may be available on a first come, first served basis in accordance with the information provided below. It is understood that the Village Council or Village Manager reserves the right to deny any application without cause. Please call 305-476-5423 to have an El Portal police officer open/close the doors to the City Hall.

### **Please complete the following information (Please Print)**

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Name of Applicant

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Name of Organization profit\_\_\_\_\_ Non- Profit\_\_\_\_\_

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Address City, State, Zip Code

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Event Date

Phone Number

## **Deposit and Rental**

A \$150.00 security deposit shall be collected for each private use of the Village Hall for non-government functions, the refund of which shall be conditioned upon the restoration of the Village Hall to its previous state of cleanliness and repair.

Deposit will be refunded if the Village Hall is returned in good condition, with no damage, with all its furnishings and appliances intact, cleaned with all the trash removed. Renters and their guests shall not move, place items on top, or play the Village of El Portal piano. If the piano is moved, or there is damage or removal of the Village furnishings or appliances, or the hall is left dirty, the full deposit will be retained. Otherwise, the Village of El Portal shall return the deposit within two weeks after the event.

## **Basic Rental**

\$300.00 for each private use of the Village Hall for non-governmental functions.

\$150.00 for Village Hall residents with proof of residency.

## **Off-Duty Police Officer:**

Renter is required to pay for off-duty police for a minimum of three hours during the event. The three hours should include the final three hours of the planned event. The rate for off-duty police is \$40.00 per hour.

## **Rules and Regulations**

1. The Village Hall of the Village shall be made available to the citizens and staff of the Village for their private use of the Village for non-government functions.
2. The Village Manager is hereby authorized to permit use of the Village Hall.
3. This document must be signed by the applicant and submitted to the Village Manager along with the security deposit and/or rental charge, no later than (1) week *prior* to the event.
4. All security deposits are deemed non-refundable unless the reservation is cancelled ten (10) days or more prior to the event.
5. In no case shall any refund be made where the Village Hall is less than equal appearance as presented to the applicant.
6. Occupancy of the Village Hall *is* restricted to a maximum of 75 people. Parking capacity around the Village Hall is limited to 25 vehicles. Any vehicle parked on neighboring lawns without permission of the Village law enforcement will be ticketed. Parking is only permitted in the designated parking spaces on the west side of the Village Hall and along the west side of the railroad. No parking is permitted on the Village lawn.

7.The applicant is responsible for the actions of all participants, subcontractors and deliveries relating to the event and must be accepted by the applicant not the Village.

8.The applicant is responsible for equipment/materials delivered before or remaining after the use period.

9.Alcoholic beverage and/or loud obtrusive offensive conduct are not permitted within or around the Village hall. If members of the event are found to have open containers or participate in illegal drug use on the premises, the event will be immediately shut down and rental/deposit fee forfeited.

10. The Village Hall must be vacated and secured by the time indicated or no later than 10:30pm.

11. The user hereby agrees to hold harmless and indemnify that Village staff, officers and elected officials from any and all claims, liability loss and causes of action which may arise out of the use of the Village Hall, per the event. Additionally, said user shall pay all claims and losses of any nature, whichever in connection therewith and shall defend all suits and judgments issued relating to the event.

12. Exceptions to deposit forfeitures and waivers of fee may be granted by the Village Manager upon good cause shown.

As the authorized representative of the applicant and/or organization, the signature below indicates an agreement to abide by the rules and regulations as herein listed.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Village Manager