



**Town of Kenton
284 S. Main Street
P.O Box 102
Kenton DE 19955**

Print Name: _____

Mailing Address: _____

Telephone: _____ Driver's License #: _____

Date of Event: _____ Time of Event: _____

What Type of Event _____

Hall Rental Policy

- Rentals are 4-6 hours. A \$100.00 refundable deposit to be paid at signing to hold the day/time. \$350.00 rental payment to be paid no less than 10 days prior to your event.
- Renters must clean up their trash and take it with them at the end of the event.
- Renter is to sweep and mop the floors as needed. No waste is to be left in urinal and toilets.
- Renter is to make sure tables and chairs are clean of food/ drink spills
- No alcohol can be sold at your event and no cover charge can be charged, NO SMOKING in or on premises.
- Events must end at 9:00 pm and cleaned up and out by 10:00 pm
- After an inspection by the Town is satisfactory a refund check will be mailed to the address listed above
- Commercial business must provide a letter from their insurance carrier that includes the Town as additionally insured. A hold harmless/ blameless agreement.

Deposit Amount Paid \$ _____

Amount Due \$ _____

Renters Signature \$ _____ (By signing this the renter agrees to the hall rental policy)