



CITY HALL RENTAL AGREEMENT

The undersigned hereby **agrees to pay the City of Birchwood the sum of \$25 per hour, maximum \$75.00 per day**, for the use of the upstairs portion of City Hall (including meeting space and kitchen), for the following day(s): _____, for the hours of _____, and for the following purpose: _____.

The undersigned agrees that said use shall be subject to the terms and conditions stated below:

1. The space shall be used only for the purpose set forth in this Agreement.
2. The space shall not be used in furtherance of a commercial enterprise.
3. The undersigned agrees to pick up the key to the hall on designated City Hall open office hours (Tuesday and Thursday from 10:30 am to 1:30 pm), but no earlier than 5 business days before the date of usage. When the use is completed, the undersigned agrees to lock the main door to the hall and place the key in the drop box out front.
4. The undersigned agrees to be present throughout the rental usage and at no time during the function shall minors be present without the presence of adult supervision.
5. All decorations placed within the City Hall shall not deface, damage the structure, and must be completely removed.
6. The undersigned is responsible for cleaning the hall after its use.
7. The undersigned will return any dinnerware, tables and chairs belonging to the hall to its original location.
8. The undersigned shall indemnify and hold harmless the City for any and all damage to the City Hall or the personal property located herein, and any and all claims arising out of the use of the hall as set forth in this agreement.
9. The undersigned shall agree to cease any and all activities being conducted if so directed by the Washington County Sheriff Department. The undersigned renter shall waive their right to a refund of the hall rental fee in this situation.
10. **The undersigned agrees to pay a deposit of \$100.00** which shall be returned to the undersigned if the City Clerk deems that the condition of the hall does not require additional cleaning or damage repair.
11. Parking at City Hall is limited to 14 spaces. Street parking is not permitted within the City. The undersigned is responsible for informing guests of this parking limitation and planning accordingly. Vehicles parked in unauthorized areas may be subject to enforcement action.

RENTER

Name: _____

Organization (if applicable): _____

Phone: _____

Email: _____

Address: _____

Signature: _____

BIRCHWOOD VILLAGE (office use only.)

Name: _____

Title: _____

Date: _____

Key # _____

UPDATED ON 10/1/2026