

Community Room Information

Rental is available for Township residents and individuals who own real property *in the Township* only. Township residents and/or individuals who own real property renting the hall **must** be present during the entire event.

Rental Fee: \$300.00, which includes a security deposit of **\$200.00**. The security deposit will be refunded within 30 days after the event provided rules are followed and no damage occurs.

Certificate/Letter of Liability is needed from your insurance company showing you have coverage in the amount of \$500,000.00. This needs to be received **5 days prior** to the event (sample form attached).

1. The maximum capacity of the community room is **80** people.
2. The State Fire Marshall requires the hallway be kept open - no tables or food allowed.
3. **NO ALCOHOL IS PERMITTED** in the building or on Township Hall grounds. If evidence of alcohol is detected, security deposit will be forfeited.
4. Absolutely **NO SMOKING and NO VAPING** allowed in the building. If evidence of smoking is detected, security deposit will be forfeited.
5. **OUTSIDE DOORS MUST BE KEPT CLOSED AT ALL TIMES.**
6. Hall **MUST** be left vacuumed, with trash placed in dumpster, and all tables and chairs wiped off and bathrooms in good order.
7. **RED AND PURPLE BEVERAGES ARE PROHIBITED.** An excess spillage of coffee, punch, cola, etc., will result in an extra charge.
8. **NO GLITTER OR OPEN FLAME(S).**
9. Marks on the floors and walls or other damage will also result in an extra charge.
10. Rental time for an all-day event is 7 a.m. to 12 midnight.
11. **TAPING, TACKING OR STAPLING DECORATIONS TO THE WALLS/DIVIDERS AND CEILING, IS STRICTLY PROHIBITED.**
12. The Township has available 11 8-foot tables, one 6-foot table and one 4-foot round table.
13. Tables and chairs shall be re-established at departure as found when you arrived.
14. **SUBLETTING IS STRICTLY PROHIBITED.**
15. **NON-PERFORMANCE:** If the Township is unable to provide the rental premises and facilities to the renter as set forth in this rental agreement due to circumstances beyond the control of the Township, all money paid will be refunded to the renter with no further liability to the Township, consequential or otherwise.

16. Vevay Township reserves the right to refuse any and all rentals.

17. Cancellation notice must be written (email allowed) and received **3 days prior** to the event for a full refund.

If you have any questions, please call one of the emergency numbers posted.

Revised 9-13-2023.