



All Purpose Room Rental Agreement



Name _____
 Address _____
 Phone _____ Cell _____
 Date of event _____

Saturday and Sunday Only (No DJ's Allowed)

Four hour maximum – Between noon and 8pm

HOURS OF EVENT _____ TYPE OF EVENT _____

NUMBER OF PEOPLE EXPECTED (MAX. 65 persons by Fire Code) _____

I am a Village of Justice resident and I understand that the guidelines listed below must be followed:

- All premises are to be left in clean condition. Please check washrooms for cleanliness.
- Absolutely NO religious services are to be held
- Police and Fire Departments must have access at all times.
- No Alcohol on premises
- Kitchen is for municipal use only. No Cooking. All food must be catered.
- Please park in the designated spaces only, don't block emergency vehicle access
- Must be 25 years of age or older
- Four hour maximum for all events. NO EXCEPTIONS

FEES ARE AS FOLLOWS:

Village of Justice Resident **\$100** for the use of the All Purpose Room
\$100 Deposit (must be cash – refundable after post event inspection)

Deposits will be refunded, by check, if the All Purpose Room and premises are left clean and undamaged.
 Refunds and Deposits will be issued, by check, within three (3) business days after the date of event or cancellation.

Cancellation Policy: If cancellation notice is received 30 days prior to event a full refund will be issued.
 If cancellation notice is received 30-15 days prior to event, 50% of deposit will be refunded.
 If cancellation notice is received less than 15 days before event, No refund will be issued. No exceptions.

I have read and understand all conditions stated above for rental of the All Purpose Room

Signed _____ Date _____

(Please attach a copy of a valid driver license or state I.D.)

For Office use only	
\$ _____	Has been received by the Village of Justice for the rental of the All Purpose Room
Check _____	Cash _____ Credit/Debit Card _____
\$ _____	Has been received in cash by the Village of Justice for deposit
\$ _____	Total Received by _____ Date _____