

One Missionary Ridge
Grantwood Village, Missouri 63123
Phone (314) 842-4409
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www.grantwoodvillage.us
trustees@grantwoodvillage.us



APPLICATION FOR USE OF LOWER LEVEL MEETING ROOM

Village Code Chapter 616

Name of Resident Applicant: _____

Resident Applicant Address: _____

Phones: (Home) _____ (Business) _____

(Cell) _____

Purpose for Rental: _____

Date Requested: _____

Time: From _____ To _____

No. of Persons Expected: _____

Will be Serving: Food: ____ Yes ____ No

Alcohol: ____ Yes ____ No

No liability will be incurred by the Village, its Trustees, agents, servants and employees, arising out of the use of the premises by the Applicant, its agents, servants, employees and invitees during the date and time specified above. The Village has not made any warranties, either expressed or implied, as to the suitability of the premises for Applicant's use or as to the condition of the premises. The Applicant assumes the risk of personal injury and property damage that may occur on the premises during the date and time specified above. Applicant agrees to indemnify, defend and hold harmless, the Village, its Trustees, agents, servants and employees, from and against any and all liability for damages arising from injuries to persons or damage to property occasioned by any acts or omissions of the Applicant, its agents, servants, employees and invitees, including any and all expense, legal or otherwise, which may be incurred by the Village, its Trustees, agents, servants or employees, in defense of any claim, action or suit, irrespective of any claim that an actor omission on the part of the Village, its Trustees, agents, servants or employees contributed to such injury or damage.

I also agree to be responsible for securing the Town Hall after our use and for any damages incurred in any manner during the period that I occupy the premises.

I have read, understand and agree to the Grantwood Village Town Hall Lower Level rules as stated as attached to this application form.

Damage Deposit (\$100): Check Number: _____

Rental Fee (\$40.00) Check Number: _____

Resident Signature: _____ Date _____

Request Approved By: _____ Date _____

Village Trustee / Building Commissioner

(Form revised 2/2015)

**TOWN OF GRANTWOOD VILLAGE
LOWER LEVEL RULES**

FEES

\$40.00 Rental Fee

\$100.00 Damage Deposit

Please provide TWO checks, one for the rental fee and one for the deposit.

Fees and deposits must be received no later than 14 days prior to the approved date of the rental. The applicant will be promptly notified of any damage as a result of their use of the Village property. If there is no damage, the damage deposit will be returned to the applicant within 14 days of the rental date.

1. All residents wanting to use the Lower Level must first complete the application form obtainable at the Town Hall.
2. Hours available: 8:00AM – 11:30PM. A 30-minute cleanup period is allowed beyond the checkout time on the application. Premises must be vacated by 12:00 Midnight – NO EXCEPTIONS!
3. All users of the room must abide by the start and finish time on the application.
4. Maximum room capacity: 50 persons
5. No Illegal activities such as gambling, under-age drinking or illicit drug use will be permitted.
6. No excessive noise, rowdiness, drunkenness or lewdness will be permitted.
7. No activities that may damage the Village property will be allowed.
8. No animals, except assist animals, will be allowed in the building.
9. Smoking or any type of open flame is not permitted inside the building
10. Tables and chairs are for resident use and shall not leave the Village Hall.
11. The applicant signing the rental agreement will be responsible to see that the room is left in a clean and orderly condition. **All food must be removed, debris picked up and properly disposed in the trash containers located in the back of the Town Hall, and all tables and chairs must be wiped clean.**
12. Applicant is responsible for the actions of his/her guests and agents as well as any damage to the Village building or equipment even to the extent that it may exceed the damage deposit.
13. Availability of the Town Hall Lower Level is based on first come, first serve basis or official Grantwood Village events and/or business.

The Key for the Lower Level should be picked-up at the Town Hall the day before the event and returned the day after the event, or deposited in the mail slot on the side door (not the mailbox). Leave a message at the Town Hall to arrange for picking up the key.