

## Harpers Ferry Tillinghast Park PDB Rental Fee

### DEPOSIT:

Everyone must provide a Park/Damage/Bathrooms clean -up

1. "P" – The entire Park is picked up and cleaned to the best of your ability according to the check off sheet.
2. "D" – There is no building/fixture damage that occurred during usage.
3. "B"—Please check bathrooms to make sure they are picked up and the lights turned off.

### RENTAL FEES:

\$30.00 a day

Harpers Ferry Non-profit organizations—deposit and rental fees waived.

### LEASE AGREEMENT

The person signing this agreement will accept responsibility for the group or organization using the Park facilities and contents at the date and time stated herein. The person signing agrees to indemnify and hold the City harmless from any liability arising from the conduct of the guest in connection with the leasing of this property.

The user agrees to report to the City Clerk's office any damages to the contents or facilities which may occur during use and to report any other problems concerning this agreement as soon as possible after the use of the facilities. The user shall be fully responsible for damages or extra cleaning cost which are caused by the group or organization.

The City is not responsible for things brought into or left in the building.

1. Name: \_\_\_\_\_
2. Purpose of Event: \_\_\_\_\_
3. Date of Event: \_\_\_\_\_

Rent Fee Received     **\$30.00**     Cash/Check# \_\_\_\_\_ Date Received \_\_\_\_\_

The user has received a copy of the rules and regulations and understands them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone: \_\_\_\_\_

Address

\_\_\_\_\_  
City                                  State                                  Zip

# HARPERS FERRY TILLINGHAST PARK

## RULES AND CHECKLIST

We are pleased that you are using the Harpers Ferry Tillinghast Park. We would like to keep it clean and damage free.

The following checklist MUST be filled out completely and returned to City Hall.

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Upon entry, inspect the premises throughout.

Yes No Did you find the park to be clean and/or picked up?

Yes No Was there any damage in the area, or bathrooms?

If "Yes" to one or both of the questions, contact city hall during business hours or a city official.

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### RULES

**Renters of the facility should provide their own security and/or police their own activities.**

**No open alcoholic containers are allowed off the premises.**

**No alcoholic beverages can be sold.**

**If alcoholic beverages are served, the celebration must end by 1 a.m.**

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Upon leaving the park, please check each item when completed;

- All trash is collected and put in dumpster. (Located at City Shop)
- Both bathrooms are clean.
- The bathroom lights are turned off.

Please return this form to City Hall. We thank you for your cooperation and would appreciate any comments or questions you have by noting below.