

# PRIVATE PARTY HALL RENTAL AGREEMENT

Town of Woodside  
1478 Main Street, P.O. Box 211  
Woodside, Delaware 19980

HALL REQUEST FOR THE DATE OF: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

(i.e. graduation, wedding, etc.)

PERSON RESPONSIBLE FOR HALL RENTAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS(S): Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

You will need to contact the Mayor at 302-531-6883 to check on the availability of the Hall. He will discuss the fee and the arrangements for renting the Hall. After your event, Keys must be returned promptly. If keys are lost, you are responsible for the cost of changing locks and key replacements. No weapons are allowed on town property.

**In Case of Inclement weather**, such as snow and ice: The Town does not have the capability to plow the driveway or shovel sidewalks and steps. Arrangements can be made to refund your money should your event need to be cancelled; or postpone your event and schedule an alternate date with the Mayor.

I have read and understand the Town of Woodside Hall Rental Agreement and rules, and agree with all rules and regulations.

\_\_\_\_\_  
Signature of Person Responsible for Rental

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Mayor

\_\_\_\_\_  
Date Signed

Date Rental Fee Received \_\_\_\_\_

Revised 11/20/2021

# TOWN OF WOODSIDE

## Private Party Hall Rental Rules and Final Checklist

### 1. General Rules for Use of the Town Hall

- a) Scheduling will be done by the Mayor by calling or texting 302-531-6883.
- b) One check for the hall rental, made payable to Town of Woodside.
- c) **NO DECORATIONS, TAPE, STAPLES, SCOTCH TAPE OR OTHER ITEMS ARE ALLOWED ON THE WALLS OR CEILING.** Upon inspection, if walls or ceilings are damaged, charges for damages will be billed to the person responsible for the event.
- d) NO smoking allowed in the building.
- e) NO Pets or animals, except service dogs, are allowed in or around the Town Hall.
- f) Sale of alcoholic beverages is NOT permitted.
- g) You must furnish all food, dishes, silverware, serving utensils & dishcloths, etc.
- h) Clean-up is the renter's responsibility. The Hall and town property must be restored to its original condition. All Trash must be totally removed from the hall at the end of your event. Floors must be swept and mopped clean.
- i) Any damages to equipment, property and/or facility will be charged to the renter.
- j) The Town of Woodside will not be held liable for any accidents or claims arising from the event held at the Town Hall by the renter.

### 2. Final Checklist: Remember to restore the hall to its original condition.

- a) Clean out the refrigerator and take your food home.
- b) Wipe down counters, stove, microwave and sink.
- c) Wipe down all table and chairs.
- d) All trash and garbage must be removed from the Town Hall by the renter.
- e) Floors must be swept clean and mopped.
- f) Make sure all lights are out (inside and outside) and all doors are locked.
- g) Return keys as directed by the Mayor.

# MULTI-EVENT PRIVATE PARTY HALL RENTAL AGREEMENT

Town of Woodside  
1478 Main Street, P.O. Box 211  
Woodside, Delaware 19980

HALL REQUEST FOR THE DATES OF: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_  
(I.e. graduation, wedding, etc.)

PERSON RESPONSIBLE FOR HALL RENTAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS(S): Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

**A discounted reservation fee** (which is a 20% discount from the normal fee) is required to have the use of the Hall for an entire day. This discount is contingent upon renting the facility for 6 consecutive events over a 3 month period. A check must accompany this rental agreement before the Town Hall is reserved for you.

Contact the Mayor at 302-531-6883 to pick up the Hall key. Keys must be returned promptly. If keys are lost, you are responsible for the cost of changing locks and key replacements. No weapons are allowed on town property.

**In Case of Inclement weather**, such as snow and ice: The Town does not have the capability to plow the driveway or shovel sidewalks and steps. Arrangements can be made to refund your money should your event need to be cancelled; or postpone your event and schedule an alternate date with the Mayor.

I have read and understand the Town of Woodside Hall Rental Agreement and rules, and agree with all rules and regulations.

\_\_\_\_\_  
Signature of Person Responsible for Rental

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Mayor

\_\_\_\_\_  
Date Signed

Date Rental Fee Received \_\_\_\_\_

Revised 11/20/2021