



**Town of Leeds**

218 North Main Street

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## TOWN HALL RENTAL CONTRACT

Please fill in all information. Write N/A, if not applicable.

Organization: \_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Date(s) desired for use of Town Hall: \_\_\_\_\_

Time: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

For what purpose? \_\_\_\_\_

**Refundable Cleaning Deposit:** A Cleaning Deposit of \$50.00 may be required. If Town officials or employees, detect damage to the facilities, or if the facilities are left in an untidy condition that would require more than normal clean-up work, a charge will be levied to recover the resulting costs to the Town. The clean-up will be deducted from the amount of the deposit. If the amount exceeds the deposit, the undersigned will be billed by the Town. If you leave the facilities as you found them your deposit will be returned to you.

**Non-Profit Organizations:** No rental fee required.

**Key issued:** \_\_\_\_\_

**Key Returned:** \_\_\_\_\_

*I have read the above stipulations and agree to their conditions.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have enclosed the following fees:

"Refundable" Deposit \$ \_\_\_\_\_

Resident Rental \$ \_\_\_\_\_

Non-Resident Rental \$ \_\_\_\_\_

**Total Amount Enclosed** \$ \_\_\_\_\_

All fees are to be paid in advance and are non-refundable (except deposit, if conditions are met).