

TOWN HALL FACILITY USE FORM**TOWN HALL CHAMBERS OR 2nd FLOOR MEETING ROOM**

36404 CLUB HOUSE RD, MILLVILLE DE 19967

PH: 302-539-0449 (Mon-Fri 8:30am – 4:30pm)

Email: TMarcules@mvtown.com

ALL FIELDS MUST BE COMPLETED – Deposit (check only) and liability insurance must be given with application, no exceptions. All required attachments and final payments must be given to Town of Millville 15 days prior to event.

Contact Person _____ Cell #: _____

 Reservation Date Requested: _____ Time Needed: _____
 (Include setup / tear down time)

Mail Address: _____

of Participants : _____ Email: _____

Reason for Use: _____

Check Room you wish to reserve: (Minimum 2 hour rental)

- ☐ 2nd Floor Meeting Room (allows food/drink; Fire Marshal occupancy 25 total people)
- ☐ Town Chambers (**no food**; total Fire Marshal occupancy is 112 total people)

Check (one) below that applies:

- ☐ Millville Resident / HOA with Proof attached ☐ Non-Resident/Non-Millville HOA
- ☐ Non-Profit with Proof of Status attached

If deposit is needed, how would you like check returned to you?

- ☐ Please return by mail ☐ Please shred

Attachments, if needed

- ☐ Liability Insurance (required and attached) ☐ Serving alcohol? Attach Permit/License
- ☐ If serving alcohol, Host Liability Insurance is attached for \$300,000.

DEPOSIT CHECK/LIABILITY INSURANCE ARE DUE WITH SUBMISSION OF APPLICATION - NO EXCEPTIONS!

Cash/Credit Card is accepted for the rental payment only. Deposit is only refunded if the area does not have to be cleaned by the Town after the event. Applicant understands that changes or cancellations may occur at the direction of the Town Manager if it interferes with necessary governmental function or any other deemed appropriate. Checks made out to: Town of Millville

RATES: (No Town holidays or holiday weekends)

– Hours for reservation Monday-Saturday 8:30am-4:00pm only

Residents/HOA of Millville (Proof of residency needed)	No Charge Mon-Fri; \$50 an hour on Saturday
Non-Residents / HOA Non-Residents	\$50 per hour Mon-Fri; \$100 per hour Saturday
Non-Profit with Proof of Status	No Charge Mon-Fri; \$75 an hour Saturday

REFUNDABLE DEPOSITS:

2nd Floor Meeting Room – Deposit \$50.00 Refunded if room left as is.

Chambers – Deposit \$100.00 Refunded if room left way it was found.

Conditions for Rental of Rooms

- Occupancy per room is per the Fire Marshal, no exceptions. No smoking/vaping on premises.
- No alcohol unless granted permission by the Town Manager in the application process.
- No candles or open flame permitted. No use of tape/nails on walls.
- Person/Organization renting room is responsible for any personal liability and damage to the room more than the security deposit. If damages occur or cleaning needs done, security deposit will not be returned.
- Room must be left in original condition. (Nothing broken, garbage deposited in trash cans and trash bags taken to bins located near the garage bay doors.)
- This exterior facility is always under surveillance.
- If using Audio/Video you must provide your own USB cord and PC.
- Insurance Liability form is required covering Town of Millville in policy. (see your insurance company)
- Applicant agrees to not hold Town of Millville/Council/employees from all claims.

☐

I have read and agree to all terms above and reviewed PROCEDURES & GUIDELINES on the town website.

TOWN USE ONLY (copy to Finance with rental check)

Date Received _____ Application# _____

Group Name: _____ Phone: _____

Contact Name: _____ Email: _____

Date of Event: _____ Facility Needed: (circle) Chamber / 2nd Floor Room # Participants _____

Total Hours _____ Cost of Use: \$ _____ Check/CC/Cash# _____ Deposit: \$ _____ Check/CC/Cash# _____

Deposit Returned: _____ Via Mail _____ Shredded _____ Date entered on calendar _____

() Millville Resident w/Proof () Non-Resident () Millville HOA () Non-Profit w/Status Proof
() Liability Insurance Received () Other Documents Recv'd _____

Approved by Town Official: _____ Date: _____

NOTES: SPECIAL ACCOMODATIONS ATTACHED ____ YES ____ NO