

# Clay Township Concession Stand Rental/Reservation Agreement

Date Reservation Made: \_\_\_\_\_

Group Represented: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Deposit Required: PAID: \$\_\_\_\_\_  Check #\_\_\_\_\_  Cash

**RESERVATIONS SECURED ON A FIRST-COME-FIRST SERVED BASIS WHEN FEES & SIGNED RENTAL AGREEMENT ARE RECEIVED AT CLAY TOWNSHIP OFFICES.**

A **\$50.00** reservation fee and **\$50.00** deposit (**\$100.00 Total**) are required to reserve the Clay Township Concession Stand. Upon satisfactory inspection of the facility by Twp. staff following the reservation, the deposit will be returned in full to the reservation customer. In the event non-compliance of reservation guidelines are evident, the Twp of Clay will retain the deposit in full as penalty. Additionally, any damages or losses to the facility or its contents during the reservation will be collected appropriately from the reserving party, if the damage/loss cost exceeds the deposit. The Township of Clay reserves the right to suspend renting privileges of customers, who have demonstrated significant lack of compliance with cleaning and security requirements.

**CANCELLATION MUST BE REPORTED TO CLAY TOWNSHIP AT LEAST ONE WEEK PRIOR TO DATE RESERVED TO RECEIVE FULL REFUND OF FEES.**

I understand by signing below, I and/or the organization I represent, agree to abide by the reservation guidelines and cleaning & closing requirements provided. It is also understood that the Township of Clay is not responsible for persons, private property or accidents that may occur while the facility is in use.

\_\_\_\_\_  
Authorized Customer Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Approved By: \_\_\_\_\_

Title: \_\_\_\_\_

\*Make Checks Payable to Clay Township

