



City of Centreville
Department of Code Enforcement
 5800 Bond Avenue, Centreville, Illinois 62207
 (618) 332-1021 (618) 332-8822

CONTRACT FOR
CITY HALL GYM & CALLIE BOYD CENTER RENTAL

Name: _____	Date: _____
Address: _____	Aprox. # of people: _____
City/St/Zip: _____	Date of Event: _____
Phone: _____	Type of Event: _____
Driver's License: _____	Start Time: _____
	End Time: _____

Centreville City Hall \$225.00

Callie Boyd Center \$175.00

A **\$100.00 non - refundable deposit** fee must be paid for rental of the facilities. The remainder shall be paid within five days prior to the event. Other rules may apply depending on time of booking of the facilities. **Cancellations:** Deposits may be refunded up to 30 days of the event as well as cost of hall. If less than 30 days the renter loses deposit only.

1. Rental is for 6 hours and may not exceed 12:00 a.m. with one half hour allowed to vacate the hall. Renter is held responsible for any damages made to the hall and loss of equipment from the kitchen.
2. Tables need to be covered and no tape in walls
3. Please make arrangements City if you need extra time for taking down the decorations and returning of special tables and chairs.
4. Renter is responsible for disposal of all leftover food, emptying all trash receptacles, placing trash in the dumpster located out back behind the police department parking lot.
5. If using the kitchen, please wipe off stove, prep table and clean any spills in refrigerator.
6. Please check the restrooms (flush toilets, faucets turned off and lights turned off).
7. Please turn off all lights in hall.
8. Please put all tables and chairs up.

The City of Centreville will not be responsible for injuries,
Accidents or any lost articles from guests or renters.

_____	_____	_____	_____
Renter	Date	City Representative	Date

Office Use:			
Deposit Fee: \$ _____	Cash / Money Order	Date Deposit Fee Paid: _____	
Rental Fee: \$ _____	Cash / Money Order	Date Rental Fee Paid: _____	