



Town Hall Rental Agreement

Facility:

- The Red Cedar Town Hall (Town) exists primarily for Town of Red Cedar usage. The Town Hall is available, for a charge, for community use at the Town's discretion.
- The interpretation of this rental agreement is left to the discretion of the Town and may be changed at any time.

Eligible Users:

- The Town Hall may be rented by Town residents (over the age of 21), government units, community service agencies, and non-profit organizations. A group's use of the Town Hall does not, in any way, constitute an endorsement of the group's policies or beliefs by the Town.

Request for Use:

- Reservations are made by contacting the Town Chairman, Clerk or Treasurer.
- Scheduling must include the total time the Town Hall will be in use, including assembly and exit time. Scheduling will be based on a first come, first served basis, and upon completion of the application and payment of the rental fee.
- Users are urged to confirm their reservations three days in advance of the scheduled activity and plan to obtain a key to the building. The person signing this form shall be held responsible for conforming to the conditions in this agreement.
- Previously granted permission may be withdrawn at the discretion of the Town at any time, with or without cause.

Food and Beverages:

- Refreshments (food and beverages) may be brought in, if requested at the time of application.
- No cover charge may be imposed if alcohol is served. The users are reminded that it is their responsibility to ensure that only invited guests of legal age are provided alcohol and that alcohol is provided free of charge.
- No underage drinking is allowed on the premises under any circumstances.

Restrictions:

- No use of the Town Hall shall be scheduled or permitted which will conflict with any activity of the Town. Town officials and employees may enter the Town Hall at any time.
- The Town is not responsible for any items brought into the Town Hall by the sponsors or attendees of the meetings.
- If the group wishes to cancel the event, notify the Town 24 hours in advance of the event.
- No materials shall be stored on the premises without the permission of the Town.
- Smoking and any other tobacco use is not permitted on Town premises.
- Weapons of any kind are not permitted on Town premises.
- Nothing may be affixed to the walls, without prior permission.
- No person attending the meeting shall enter any area that was not requested and approved for use.
- Leave the Town Hall in the condition it was in when you arrived. (Pick up paper, wipe counters, tables, put chairs/tables away, vacuum floor, etc.). A vacuum and cleaning supplies are in the brown cabinet located by the East exit door.
- Any group using the Town Hall shall be responsible for any damage caused to Town property by anyone attending the meeting.
- Any requests for use of the Town Hall may be rejected by the Town.

Please complete the information on the following page and return to Deb Gotlibson, Treasurer, Town of Red Cedar, E7322 N County Rd E, Elk Mound, WI 54739 or email this form to: treasurer@redcedar.gov. If paying by credit card, the Town Treasurer will contact you after the application is received.

Rental Fees:

- **Table and Chair Rental**

- \$25.00 rental fee, plus a \$100.00 deposit (include two separate checks if paying by check).
- The deposit fee will be returned after the tables and chairs have been returned, less any appropriate and reasonable charges for cleaning or damage caused by the Renter or replacement of items not returned. In the event the cleaning, damage or replacement costs exceed the deposit amount, the Renter will be billed for the difference.

- **Hall Rental**

- \$75.00 rental fee, plus a \$150.00 deposit (include two separate checks if paying by check).
- The deposit fee will be returned after the rental date, less any appropriate and reasonable charges for cleaning or damages caused by the Renter. In the event the cleaning or damage exceed the deposit amount, the Renter will be billed for the difference.

| | | |
|---|--|--|
| Date of Event _____ | Arrival Time _____ <input type="checkbox"/> AM <input type="checkbox"/> PM | Departure Time _____ <input type="checkbox"/> AM <input type="checkbox"/> PM |
| Name of Renter or Organization _____ | | |
| Address _____ | | |
| Contact Name _____ | Phone # _____ | |
| E-Mail _____ | | |
| Secondary Contact Name _____ | Phone # _____ | |
| E-Mail _____ | | |
| Estimated Attendance _____ | Refreshments Served <input type="checkbox"/> Yes <input type="checkbox"/> No | Alcohol Served <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Number of Tables Requested _____ Number of Chairs Requested _____ | | |
| <p>By signing below, I acknowledge and agree to the terms and items of this Rental Agreement. I further agree to indemnify and hold the Town of Red Cedar, its employees, officials, officers, volunteers, insurers, sponsors, agents or agents' employees, and others acting on their behalf, harmless from any legal and financial liabilities resulting from personal injuries, property damage, or other types of harm to third parties, including myself.</p> <p><input type="checkbox"/> I have read, understand, and will honor all terms and conditions of this rental agreement.</p> | | |
| Signature _____ | | Date _____ |

Town of Red Cedar Use

☐ Tables – Number Rented _____ ☐ Chairs – Number Rented _____

☐ Hall Rental

Application Received _____ Fee \$ _____ ☐ Check ☐ Cash ☐ Credit Card Date Paid _____

Key # Issued _____ Key Returned ☐ Yes ☐ No Date Deposit Returned _____