

Town Hall – Rental Agreement

**Town of Springfield
W8094 Duck Creek Ave.
Westfield, WI 53964**

TERMS OF RENTAL

Reservations

Facilities may be reserved at the Town Clerk, phone 608-296-1982. Business hours are 8:00 am – 4:00 pm Monday thru Friday.

Reservations for usage are confirmed only when the deposit fee (\$50.00) & the rental fee (\$50.00) is received and a signed agreement is on file with Town Clerk.

The facility can only be rented by adults 21 years of age and older. Any exceptions shall be reviewed by the Town Board.

Cancellations

Notice to cancel a reservation must be given 48 hours in advance of the event.

Closing Time

Conclusion of events shall be midnight Sunday through Thursday, and 1:00 am Friday and Saturday.

Smoking

Smoking is **NOT** allowed in any part of the building.

Cleaning

All cleaning is to be done immediately after the conclusion of the event. Maintenance personnel will inspect the building the following day for your deposit refund. Sweep and mop all floors if necessary. Brooms, dustpan and mops are located in the maintenance room.

All trash must be removed from building and taken with you. There is no dumpster service. Do not use garbage cans without a plastic liner/bag. Bags are provided under the kitchen sink.

Decorating will be permitted on the evening prior to the event, providing there is no other activity scheduled. The Town will not permit affixing anything to the walls, floors, ceiling or woodwork with staples, screws, nails or other fasteners. The Town will not accept any responsibility for special items or decorations brought to the facility. Any items or decorations you wish to retain must be removed prior to closing the facility at the end of the event.

Equipment

Tables, chairs and other equipment are not to be removed from the facility. Tables and chairs must be put away neatly upon their respective racks. Please re-set all tables and chairs for potential meetings. The three head tables with six chairs should be in front of the blackboard. Twenty-five chairs in three rows should be facing the tables.

Other Terms

Illegal gambling is prohibited in the building or on the grounds.

Renter agrees that this agreement is being made for the purposes of RENTER ONLY! It cannot be assigned to anyone other than the person signing this agreement.

Renter agrees that should he/she employ an outside catering service, the carter and renter, will clean all kitchen facilities including sink and refrigerator.

Renter agrees that should alcoholic beverages be served at this function, renter assumes complete and total responsibility and liability for any and all occurrences or accidents and agrees to hold harmless the Town of Springfield. Renter also agrees not to serve alcoholic beverages to anyone under 21 years of age.

It is understood the renter will be responsible for any and all damages. If damages occur, renter will compensate within 10 days of the receipt of damage report all expenses over and above the amount of the security deposit.

Rental of Town Hall \$ _____ = \$ _____ Deposit (separate checks)
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Event Information

Date of Rental _____ Type of Activity _____

Time of Event _____ Expected # of People: _____

Renter Information

Renter or Group Name: _____

(Must be 21 years of age or older; see "Terms of Rental")

Address: _____

City, State: _____ Telephone: _____

I HAVE READ AND AGREE TO THE ATTACHED "TERMS OF RENTAL" AGREEMENT AND FURTHER AGREE THAT I WILL ASSUME RESPONSIBILITY FOR ANY DAMAGES/LOSSES WHICH MAY OCCUR DURING MY PERIOD OF RENTAL.

SIGN _____ DATE _____