

TOWN HALL RENTAL AGREEMENT

Hall Address: W17395 County Road. Q Wittenberg, WI 54499
Office #: (715)253-3222; Weekend/Emergency #: (715)370-5805
Email: Clerk@townofwittenbergWI.gov

The Town of Wittenberg Town Hall is a local government facility and is the property of the taxpayers of the Town of Wittenberg. The primary purpose of the facility is to provide the public with local voting access and a place where the statutory functions of local government can be carried out. Renting the Town Hall for personal business is strictly a privilege. Excessive alcohol consumption, substance abuse, disorderly or lewd behavior, and loud and unnecessary noise are strictly prohibited.

The Town of Wittenberg is **not responsible** for any damage or injury that may happen to users, invitees, employees, guests or property from any cause whatsoever prior, during or after the period covered in this agreement, nor shall the Town of Wittenberg be responsible for any loss of personal property. "User hereby expressly releases the Town of Wittenberg from any such liability and agrees to indemnify the Town against all claims, demands, causes of action, or lawsuit which may be brought against the Town, its officers and employees.

PETS/ANIMALS ARE NOT ALLOWED INSIDE THE HALL. Service Animals will only be allowed with prior approval and proof of a Service License.

Rental is reserved for the day only. Entry for setting up the day before the event, or cleaning up the day after, will only be allowed with prior approval.

Application, rental fee and deposit payments must be submitted to, and received, by the Town Clerk prior to the requested date of the rental. Exceptions can be made in case of emergency at the discretion of the town official designated for that purpose. Full refunds will be issued for rejected applications, or cancellations with 24-hour notice of the date of rental.

TO RECEIVE THE FULL REFUND OF THE DEPOSIT, THE FOLLOWING CONDITIONS MUST BE MET:

1. Keys returned.
2. Kitchen sink, restroom sinks, toilets, toilet seats and urinals are clean.
3. Any kitchen utensils used need to be washed and put back in drawers
4. Tables, counter tops, and chairs wiped down.
5. Any spills in the refrigerator, range top and oven need to be cleaned up.
6. Floors to be swept, any ground in material scraped up, and the floor mopped if necessary.
7. Empty all bathroom waste baskets into the large trash cans in the hall. **Tie up, and remove all your garbage, then place it into the garbage carts outside, next to the building.**
8. Parking lot, building, driveway, lawn, signs & fixtures and other town property must remain undamaged and unmarked.

Push brooms, vacuum cleaner, mop & bucket can be found in the furnace utility room. Dish detergent can be found under the kitchen sink. Washcloths can be found in the kitchen drawer closest to the refrigerator. Please squeeze out, then hang up any wet cloths under the kitchen sink on the cabinet door hangers.

Daily Rental Rates

One Room w/kitchen: \$50.00 Rental fee + \$50.00 Returnable Deposit = \$100.00

Two Rooms w/kitchen: \$100.00 Rental fee + \$100.00 Returnable Deposit = \$200.00

Payment must be in the form of two checks, or two money orders, (one for the rental fee, and one for the deposit) and made out to: **TOWN OF WITTENBERG**.

Ca\$h can also be accepted, if paying in person. Please do NOT mail cash!

**I/we have read and understand the contents of the entire rental agreement and under those terms.
I/we take full responsibility for the condition of the building, grounds, furnishings and other property
belonging to the Town of Wittenberg during the specified contract period.**

Renter's name(s): _____

Renter's address: _____

Contact Phone #: _____

Purpose of Rental: _____

Approximate guests attending: _____

Rental Date(s): _____, _____, _____

Time of Event: _____ AM / PM

Will you need access the evening before for decorating, set-up, etc.? Yes or No

(circle one)

By signing this agreement, I agree to hold the Town of Wittenberg harmless from any liability for damage, loss or destruction of property or injuries to any person. Any claims for such loss, damage, or injury are waived by signing this agreement. I agree to accept responsibility for any damage occurring to the Town of Wittenberg Town Hall, and its contents, during the use, or as a result of such use, and will bear the full cost of repair including replacement, if necessary.

I agree to the conditions outlined in the Town of Wittenberg Town Hall Rental Agreement.

Renter Sign _____ **Date** _____

Clerk Sign _____ **Date Approved** _____

If mailed: Please photocopy and retain a copy for your records. Then return the original and payment to: **Town of Wittenberg @ P.O. Box 186 Wittenberg, WI 54499.**