

WITTENBERG TOWN HALL - RENTAL AGREEMENT

Town Hall Address: W17395 County Road. Q Wittenberg, WI 54499

Office #: (715) 253-3222 **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. Renter 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 rented 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. **If you have any problems or questions during your rental, please call: (715) 370-5805.**

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

- 1) Return key to the Clerk on Tuesday *after* your rental between 9:00am-1:00pm, **OR** put key in the outdoor Drop Box. (Drop Box is located under the covered main entrance door)
- 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 kitchen drawers.
- 4) Tables, counter tops, and chairs wiped down.
- 5) Any spills in the refrigerator, range top and oven need to be cleaned up completely.
- 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 & remove the large trash bags from cans and place them into the garbage carts outside next to the building. New garbage bags can be found at the bottom of each can. If the Recycles are only ½ (or less) full, you may leave them.
During the winter months, garbage & recycle carts will be located by the main entrance door.
- 8) All Town property must remain undamaged & unmarked. (Parking lot, building, driveway, lawn, signs & fixtures)

Push broom, mop, bucket* and floor cleaner can all 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.

* Fill the mop bucket by fitting the bucket under the small waterspout in the furnace utility room.

Daily Town Hall 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 can be made by check, money order or cash. Please make checks & money orders out to: **TOWN OF WITTENBERG**. 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 Home Address: _____

Contact Phone #: _____

Purpose of Rental: _____

Approximate guests attending: _____

Rental Date(s): _____, _____, _____

Time of Event: _____ **AM / PM** (*circle one*)

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

Renter(s) Sign _____ **Date** _____

Clerk Sign _____ **Date Approved** _____

If mailing this form to Clerk: Please photocopy and retain a copy of this page for your records. Then, return this signed, original agreement page and your payment to:

TOWN OF WITTENBERG - P.O. BOX 186 WITTENBERG, WI 54499

Please keep the front page to use as a reference to get your rental deposit back! 😊