



3191 State Highway 34 · Junction City, WI 54443

Rental Agreement

I, _____ will be using the Town Hall located at 3191
(Print first and last name of Renter)

State Highway 34 on the date of _____. I agree to follow the guidelines listed below.
(Month/Day/Year)

To help maintain the cleanliness and appearance of the Eau Pleine Town Hall, the Town Board is requiring that all individuals, clubs, and organizations utilizing the Town Hall follow these Housekeeping Guidelines:

1. All foods/beverages and their containers must be removed from the Town Hall building at the conclusion of each event, in containers provided by the Renter.
2. All spillage and project debris must be cleaned and removed from the premises at the end of each building usage. Debris can be placed in proper containers across the street at the recycling center.
3. Chairs and tables must be left in an orderly fashion, stacking chairs where possible and putting tables back to their original locations.
4. It is the responsibility of the Renter to immediately report any and all property damages incurred during the rental/usage of the town hall.
5. No horseplay or excessive noise is allowed inside the building or in the surrounding outside area.
6. Only lawful use of fermented malt beverages and controlled substances is allowed on premises. No alcohol sales or exchanges for value are allowed. The Town of Eau Pleine accepts no responsibility for the effects of alcohol or other drug use by the Renter, it's members, guests, or other attendees.
7. The Renter must clean all used surfaces (tables, countertops, chairs, and floors) prior to departure.
8. Before leaving the building, the Renter must check that all three outside doors are locked, as well as the door into the meeting room. The Renter must verify that all windows are closed and locked and that the thermostat is returned to its original setting.
9. The Town Board may, at its discretion, discontinue Town Hall usage by any or all individuals, clubs, or organizations.
10. The Town Board may add to these housekeeping guidelines as it deems necessary.

RENT COSTS:	501(c)(4) organization – \$0 (must supply EIN)	Town Residents - \$50	Non-Residents - \$100
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A security deposit of \$100 is required for all renters (nonprofit, residents, and non-residents). Please make a separate check out for your security deposit, which will be returned to you upon verification that no damage has occurred and the Town Hall has been cleaned to an acceptable level after your event.

Signature of Renter

Date

Full Address of Renter

Phone Number of Renter

Signature of Town Representative

Date

Rent Paid: \$ _____
Security Deposit: \$100.00