

Town of Dekorra
W8225 County Road JV
Poynette, WI 53955
608-635-2014
townclerk@dekorra-wi.gov

Town Hall Rental Agreement

Renter Information (will be considered the responsible party and will be charged for damages or cleaning)

Name:	
Organization (if applicable):	
Address:	
Phone number:	Email Address:
Rental Period:	Estimated number of attendees:
Event Description:	

Renter Type and Fees

*a \$30.00 fee will be charged for any check returned for non-sufficient funds.

	Resident Rate	Non-Resident	Additional Days
<input type="checkbox"/> Individuals/Families	\$100	\$200	\$15/\$35
<input type="checkbox"/> Nonprofit Organization/Approved Clubs	\$10.00	\$25	\$0/\$10
<input type="checkbox"/> Businesses/Corporations	\$200	\$350	\$35/\$60
<input type="checkbox"/> Governmental Groups	N/A	N/A	N/A
<input type="checkbox"/> Security Deposit	\$250	\$250	N/A
Upon passed inspection: <input type="checkbox"/> Return check <input type="checkbox"/> Shred check			

Agreement and Signature

Renter assumes all risk of injury or damage arising from or related to the use of the Town Hall. Renter agrees to indemnify, defend, and hold the Town of Dekorra and its officers harmless from and against all damages, losses, claims, awards, and/or fines (including reasonable attorney fees) because of any injury or damage or alleged injury or damage to person, life, or property, or injury or alleged injury or alleged injury resulting in the death of any person or persons arising out of or relating to the use of the Town Hall by Renter or invitees, or guests.

I have read and understand the terms of this rental agreement. I agree to comply with all listed conditions and accept responsibility for the care of the facility during the rental period. I understand that I will be responsible for payment of any damage that exceeds the deposit amount.

Renter Signature: _____ Date: _____

Town Clerk/Representative: _____ Date: _____

Over

Conditions of Use: _____ I agree that I have read the following conditions-

- Rental Period: weekdays 4:00 pm – midnight; weekend 5:00 am – midnight.
 - Other times may be available with arrangements.
 - Rental is not available on the weekend prior to an election, and on meeting days. Check Town calendar for availability.
- Renters are responsible for the actions of their guests.
- Renters are responsible for all damage resulting from their event.
- Quiet Hours: Begin at 12:00 AM (midnight)
- Maximum Capacity: 99 people.
- Adult supervision is required at all times when juveniles are present.
- Alcohol may be served but not sold unless licensed. Renter is responsible for no underage drinking.
- Cleaning/Closing Protocol:
 - Remove and take all trash off site.
 - Sweep floors and mop floors.
 - Wipe Surfaces
 - Return all tables and chairs to storage racks and room.
 - Reset meeting room tables and chairs (see photo)
 - Clean restrooms
- Return thermostat to recommended setting and press “hold” (75° summer/60° winter). Be sure to shut off west vestibule wall heater.
- Turn off all lights (hall, and meeting room closet lights automatically shut off)
- Lock all outer doors (inside vestibule doors should be left unlocked)
- Parking permitted in designated areas only. No parking on grass.
- Key Return – Outside door key may be left in the red drop box outside the Town Hall entrance or returned the following Monday to the Clerk. Failure to return keys will result in forfeiture of deposit.

Prohibited Uses: _____ I agree that I have read the following conditions-

- No smoking in building or within 25 feet of entrances.
- No open flames.
- No illegal substances.
- No unauthorized commercial activity.
- No tape, nails, tacks, or adhesives shall be used on painted surfaces, wood, or counters. Poster puddy may be used.

Damage & Deposit Forfeiture: _____ I agree that I have read the following-

- Deposit will be forfeited and the party responsible will be liable if:
 - Cleaning is not to Town standards.
 - Damage occurs.
 - Policies are violated.
 - Quiet hours are not adhered to.
 - Rental period is not adhered to.
 - Keys are not returned.