

TOWN OF DOTY

Doty Community Center Rental Agreement

STEP 1: Call the Community Center Coordinator, Linda, to see if the date is available (715) 850-1878

STEP 2: Fill in the information below:

Rental Date(s): _____

Approximate Time of Use: _____ to: _____

Reason for Occupancy: _____

Person Renting the Hall: _____

(This person is responsible for payment and use)

Address: _____

Phone Number(s): _____ or: _____

STEP 3: ***Read the rules and regulations below, then sign and date.***

1. The Town of Doty shall not be liable for damage or injury resulting from negligence. Renters accept full responsibility and expense of actions caused by occupancy. **PUBLIC EVENT RENTERS must provide Proof of Insurance coverage for liability with a copy given to the Town prior to the opening of the Town Hall for the event.** Renting party is responsible for any necessary event security.
2. Vandalism, abusive or disorderly conduct is not tolerated. Violation will cause dismissal and closing.
3. Do not sit on the tables or stand on the chairs. Furnishings and equipment shall not be removed from the premises, tampered with or defaced.
4. Private parties can not sell alcoholic beverages.
5. Midnight curfew.
6. No nails or tacks are to be used on the walls, ceilings, or tables for decorations. Tape is permitted as long as it is completely removed and does not cause damage.
7. Clean the hall after use. Sweep and mop the floors (including kitchen and bathrooms), wipe the tables, counters and refrigerator. Be sure the toilets are flushed and used paper picked up. Pick up any debris outside in the parking lot. If the town has to pay for additional cleaning, or has to pay to repair any damages, they have the right to use your rental deposit to cover the costs. If additional charges apply, you will be billed accordingly.
8. Garbage removal, which includes separating and bagging up the recyclable items and non-recyclable items, and taking everything to the Recycle Center.
9. Do not dump grease or coffee grounds in the sinks or toilets.
10. Replace the tables and chairs as you found them.
11. Make sure all dishes are washed and put away.
12. BEFORE LEAVING: Make sure all doors are locked and all lights are off.
13. The town does not assume any liability on groups or individuals attending the functions at the hall.
14. **Do not** enter fire station or town hall office area.
15. **Absolutely NO PARKING or BLOCKING entrances to the fire station.**
16. All local, state and federal laws must be observed.
17. Use of extension cords requires permission & inspection by Town Representative.

I, the undersigned, have read this form and agree to the Rules and Regulations stated – (violation of rules can result in forfeiture of rental fee deposit:

(Signature of Person Renting the Community Center)

(Date signed)

STEP 4: Make (2) checks payable to the 'Town of Doty'

Doty Residents: (1) Check for \$50.00/per day for rental fee AND (1) Check for \$50.00 for deposit fee*

Non-Residents: (1) Check for \$100.00/per day for rental fee AND (1) Check for \$100.00 for deposit fee*

Meetings: (meetings not to exceed 3 hours) (1) Check for \$25.00 for rental fee AND (1) Check for \$25.00 for deposit fee*

Vendors: Vendors who will be selling merchandise – Deposit fee \$100 resident / \$150 – non-resident; – non-refundable.

*The Security Deposit is refundable if a two-week cancellation notice is given. The Security Deposit will be destroyed, after inspection by the custodian, if no additional clean-up was required and no damage to the hall, building or property is found after use.

A \$25.00 Booking Fee will be charged for any and all cancellations. The Rental Fee will not be refunded if less than a two-week cancellation notice is given.

STEP 5: Mail both checks with this signed form to Town of Doty, 14899 County Road T, Mountain, WI 54149

KEYS: Arrangements will be made with the building coordinator. **'Approximate Time of Use' means when you would like the doors open. The building coordinator will NOT call prior to verify. If you need the doors open sooner, after this agreement is mailed in, you will have to contact Linda.**

Additional Hall Information: Maximum Occupancy is 127 people and has a full kitchen, including a refrigerator, oven, microwave, and dishwasher. You must supply your own cooking utensils. The hall also has a limited amount of silverware, dishes, and cups.

**Note regarding priority of Community Center use - Government and paid rentals will take priority over community groups that use the Doty Community Center at no charge. Every option will be exhausted prior to the requesting group to move dates and/or times.

*****FOR OFFICE USE ONLY*****

Accepted by: _____ Date: _____ Check # _____

Security Deposit Check # _____