

# TOWN OF COTTAGE GROVE

4058 CTH N

COTTAGE GROVE, WI 53527

## PERMIT FOR USE OF (circle one)

Town Hall  
4058 County Road N  
Cottage Grove, WI 53527

Flynn Hall  
116 W. Reynolds St.  
Cottage Grove, WI 53527

## NO SMOKING POLICY IN BOTH HALLS

### GENERAL INFORMATION

Date(s) of Use: \_\_\_\_\_ Hours of Use: \_\_\_\_\_ to \_\_\_\_\_

Issued to: \_\_\_\_\_ Representing: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Will kitchen be used? Yes \_\_\_\_\_ No \_\_\_\_\_

Town Hall: \$175.00 for residents of the Town of Cottage Grove.

Flynn Hall: \$175.00 for residents of the Town or Village of Cottage Grove.

Non-residents: \$1,000.00 for either hall. (All fees include sales tax.) Civic Organizations are exempted. A refundable deposit of \$100.00 (residents) or \$500.00 (non-resident) will be collected and returned after event, if the Hall is satisfactorily cleaned and no damage has been done. All trash must be removed, kitchen cleaned, floors swept clean and furniture replaced. If the clean-up must be done (or redone) by Town personnel, the deposit amount will be forfeited. An Access Code will be assigned to you that will give you entry to the designated building during the date(s) and time(s) listed above. If you need any extra accommodations for set up, please include that in time(s) listed above.

User fee collected by: \_\_\_\_\_ on \_\_\_\_\_

Deposit collected by: \_\_\_\_\_ on \_\_\_\_\_

Deposit returned by: \_\_\_\_\_ on \_\_\_\_\_

To: \_\_\_\_\_

Reason for forfeiture: \_\_\_\_\_

### SIGNATURES

Permit issued by: \_\_\_\_\_  
(For the Town of Cottage Grove)

Permit issued to: \_\_\_\_\_

Date: \_\_\_\_\_

**AGREEMENT ASSUMING RISK OF INJURY OR DAMAGE,  
WAIVING AND RELEASING CLAIMS AND INDEMNIFYING THE  
TOWN OF COTTAGE GROVE  
FOR USE OF TOWN FACILITIES**

**WHEREAS**, I, \_\_\_\_\_, (on my own behalf) and/or on behalf of \_\_\_\_\_ (hereinafter "Renter/User") have requested permission to use the following facilities in the Town of Cottage Grove for the following purpose(s):

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**WHEREAS**, one of the Town of Cottage Grove's conditions for granting me and/or my organization use of the facilities for the described purpose(s) is that the Renter/User enter into this AGREEMENT ASSUMING RISK OF INJURY OR DAMAGE, WAIVING AND RELEASING CLAIMS AND INDEMNIFYING THE TOWN OF COTTAGE GROVE FOR THE USE OF TOWN FACILITIES (the "Hold Harmless Agreement"), and

**WHEREAS**, I warrant and represent that I am duly authorized to enter and bind the Renter/User on this Indemnification Agreement.

**NOW, THEREFORE**, in consideration of the above recitals, which are incorporated by reference, and permission being given to allow use of the Town of Cottage Grove facilities, I understand and agree:

1. That Renter/User agrees to use the town facilities in a manner that enhances the safety of all. Renter/User shall take all reasonable and prudent precautions to ensure safe use of the town facilities to Renter/User's purpose(s) and to protect those using the town facilities, including obtaining insurance that is warranted or advisable to protect the participants and the Town of Cottage Grove from harm.
2. That Renter/User agrees to use the town facilities for the stated purpose(s) only and to take all reasonable and prudent precautions to ensure that the Renter's/User's invitees, guests and/or others use the town facilities for the stated purpose(s) only.
3. That Renter/User agrees to use the town facilities solely at their own risk and to take all reasonable and prudent precautions to ensure that Renter's/User's invitees and/or others use the town facilities solely at their own risk. The Town of Cottage Grove does not and shall not accept any liability for any injuries, deaths, property damage, or other claims arising out of the use by the Renter/User of the town facilities.
4. That Renter/User shall fully indemnify and hold harmless the Town of Cottage Grove and its officers, employees and agents from any and all claims, liability and/or costs, of any nature whatsoever, resulting from or related to Renter's/User's use of the Town facilities.
5. That Renter/User hereby releases the Town of Cottage Grove and its officers, employees and agents from any and all claims for liability resulting from or related to Renter's/User's use of the town facilities, and waives any rights Renter/User may have to file any such claims, whether known or unknown.
6. That the Renter/User understands that no alcohol may be sold on the premises, and hereby releases the Town of Cottage Grove and its officers, employees and agents from any and all claims for liability resulting from the consumption of alcohol on the premises.
7. That Renter/User will be responsible for the total cost of any damage exceeding the deposit amount.

RENTER/USER:

DATED:

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Authorized Signature

Print Individual's Name and Address:

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Print Organization's Name and Address:

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For non-emergency issues while you are using the hall, please call: **608-698-4282**

IN ANY EMERGENCY, CALL 911.

## **Town of Cottage Grove Building Access Code Agreement**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Town Hall or Flynn Hall: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Time(s) of Use: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Upon receiving payment, an Access Code will be assigned.

Access Code Assigned: \_\_\_\_\_

\*\*You must enter the # sign after your four digit code. For example, if your code is 1234, enter 1234# on the key pad.

As a User of Town of Cottage Grove Facilities, I acknowledge that the access code provided is solely for my personal use on the date(s) and time(s) listed above. I will not share this code with others.

User Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

For non-emergency issues while you are using the Town Hall or Flynn Hall, please call: 608-698-4282

IN ANY EMERGENCY, CALL 9-1-1