

# TOWN OF BRULE HALL RENTAL AGREEMENT

Diane Nelson, Clerk, will be responsible for bookings and providing the key code for the front door. Please call Diane, 218-591-0693, to verify availability before submitting this form and payment. Call a few days before the event to get the current key code for the door.

<u>Hall use per day</u>	<u>Brule resident</u>	<u>Non-resident</u>
Small party/gathering (up to 30 people)	\$25	\$100
Rummage sales, flea markets, etc.	\$35	\$100
Large parties, dances, etc. (over 30 people)	\$75*	\$150
Kitchen usage	\$25	\$25
Non-profit, memorial	free/donations accepted	

\*Damage deposit of \$50 required for large parties. Please send a separate check and write deposit in the memo. It will be returned after the next Board meeting if the hall is left in satisfactory condition.

Heat or air conditioning can be adjusted for comfort, but it must be returned to the original setting when you leave.

**DO NOT PUSH** tables or chairs across the floor. This causes significant scratching which may then require floor resurfacing.

All damages incurred during an event are the liability of the renter.

DECORATING: When decorating the hall, do not pin or nail anything to walls, floor or ceiling. Use only regular transparent tape or masking tape—NO DUCT TAPE! Remove all decorations and tape before leaving.

CLEANING: Leave the hall, bathrooms, floors and kitchen clean! Put the tables and chairs back where you found them. Any dirty kitchen towels or dishcloths may be left in the kitchen but notify the Clerk so they may be laundered. The renter must take garbage away when the cans are full or arrange with the janitor to have this done. DO NOT put garbage outside. Empty the garbage cans and put fresh bags in them. These are found in the kitchen under the right-hand counter. Sweep the floor in the hall and bathrooms. Flush any dirty toilets. If the renter does not wish to clean, the Janitor (372-5073) may be hired. Fees are negotiable with the Janitor.

Please report to the Clerk or janitor if paper toweling or bathroom tissue is low. If any problems occur during the event, call the Clerk at 218-591-0693 or the Janitor, Sheila Mackie, at 372-5073.

ALCOHOLIC BEVERAGES: You must have a bartender licensed in Brule on the premises to serve alcoholic beverages. No one under legal age is to be served alcoholic beverages. Legally, when alcoholic beverages are served, the event must be closed to the public and admittance by invitation only. The law does not allow the sale or acceptance of donations for alcoholic beverages. The renter of the hall is financially liable for any damages to the hall and legally liable if anyone has any type of accident resulting from drinking alcoholic beverages at the event.

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## EXIT CHECKLIST

- \_\_\_\_\_ all burners and oven are turned off
- \_\_\_\_\_ all dishes are cleaned and put away
- \_\_\_\_\_ all tables and chairs are wiped down, dried, and put back
- \_\_\_\_\_ all lights and fans are off except one ceiling fan in hall is left on low
- \_\_\_\_\_ all garbage cans are emptied and removed
- \_\_\_\_\_ all doors are shut and locked

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I have received and read the Town of Brule Hall Rental Agreement and agree to its terms.

Dates: \_\_\_\_\\_\_\_\_\\_\_\_\_ to \_\_\_\_\\_\_\_\_\\_\_\_\_. Time: \_\_\_\_ am/pm to \_\_\_\_ am/pm OR \_\_\_\_ All day

Type of Event \_\_\_\_\_ Resident? Yes \_\_\_\_ No \_\_\_\_ Amount Due: \_\_\_\_\_

Please print full name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Mail form and fee to Brule Town Clerk, PO Box 98, Brule, WI 54820.

Make checks payable to Town of Brule