

# TOWN OF ARCADIA

Trempealeau County



W26051 State Road 95, Arcadia Wisconsin 54612 • Office Phone and Fax (608) 323-3470

Shop Phone (608) 323-1153

• Email: [townofarcadia@triwest.net](mailto:townofarcadia@triwest.net)

Barbara G. Tock, Chairman (608) 323-3474

Donna Brogan, Supervisor No. 2 (715) 797-0806

Karen Geske Supervisor No. 1 (715) 985-3536

Lynn Axness, Town Clerk (608) 323-3470

Nancy Rohn, Town Treasurer (608) 323-7063

## TOWN OF ARCADIA TOWN HALL RENTAL RATES

	<b>Rent</b>	<b>Resident Security Deposit</b>
<b>Town Hall and Kitchen</b>	\$75.00	\$300.00
<b>Inspection Fee</b>	\$15.00	
Inspection Fee is non-refundable.		

Nonprofit organizations will be charged \$15.00 per meeting for regular organization meetings. All other events held by the nonprofit organization will be charged the residential rental rates.

All renters are required to pay the \$300.00 security deposit regardless of the rental fee.

The above rules and rental rates as amended were approved July 27, 2015 at the Town of Arcadia Board Meeting.

Please contact the following persons with any questions or concerns:

Lynn Axness, Clerk	(608) 323-3470
Barbara G. Tock, Chairperson	(608) 323-3474
Karen Geske, Supervisor	(715) 985-3536
Donna Brogan, Supervisor	(715) 797-0806
Nancy Rohn, Treasurer	(608) 323-7063

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**TOWN HALL RENTAL RULES**

1. **You MUST PROVIDE a valid Driver's License and Township Proof of Residency BEFORE RENTING.**
2. **Payment in full** of the current rate at the time of reservation including security deposit **is required within one week** or the reservation will be cancelled. In the event of a price increase, you will be responsible for the difference.
3. Renters can start to set up no earlier than 4 pm the prior day of the rental (if the hall is available).
4. Renting can only be designated for the same year. For example, if you want to schedule Christmas Day, you must make the reservation and pay the fees no earlier than January 2<sup>nd</sup> of that same year.
5. The security deposit will be refunded after 30 days of your event.
6. Tables must not be dragged, leaned or stood upon. They should lie on top of one another for storing.
7. Tables and chairs must stay inside of the building.
8. No decorations may be hung from the ceiling or walls. **If there are any marks, scrapes, or dirt all or part of the security deposit will not be refunded.**
9. Coffee pots and other town property cannot be removed from the building.
10. All garbage must be picked up and removed by the renter.
11. No glasses or cups are allowed outside of the building.
12. All floors must be mopped including the hall, kitchen, restrooms and utility room.
13. No rice, confetti or soap bubbles may be used inside of the building.
14. No candles are allowed. Candles used for birthday cakes are acceptable. The use of power strips is not allowed.
15. **Children must be supervised by an adult at all times while inside and outside of the building which also includes the parking lot areas.**
16. Make sure that everything is picked up inside and outside of the building including the parking area and lawn.
17. The rocks located in front of the building cannot be thrown on the roof, thrown around the parking lot, or put in the flag box. If rocks are removed as stated above, **your security deposit of \$300 will not be refunded.**
18. **All people must be off the property by 9:00 p.m. Monday through Thursday, and 7:00 p.m. Friday, Saturday and Sunday. This includes the outside areas.**
19. All doors must be unlocked while the building is in use. The person renting the hall is responsible for locking all doors when leaving.
20. Keys for the building should be placed in the Town of Arcadia "Place Payments Here" box outside the front door when leaving.
21. **Alcohol will NOT be allowed on the premises.**
22. **If damage to the property exceeds the security deposit, the renter will be billed for the difference between the security deposit and the additional charges for damages.**
23. The entire property, inside and outside, are smoke free.
24. Town hall maximum capacity is 125 people at any one time.
25. No dances are allowed in the town hall.
26. Music may be played in the town hall but all music and all other sounds must be at a level so as not to be heard beyond the front parking area. All music must end at **9:00 p.m.**
27. There will be no subleasing of this agreement to any other party.  
**FAILURE to not comply will result in NO RETURN OF THE SECURITY DEPOSIT.**
28. The Hall **must** be returned to the way it was set-up before the renting occurred. **Failure to do so will result in the security deposit or parts thereof not returned.**
29. **NONCOMPLIANCE OF ANY OF THE ABOVE RULES WILL RESULT IN IMMEDIATE REMOVAL FROM THE PREMISES BY ANY TOWN OF ARCADIA BOARD MEMBER OR THEIR DESIGNEE AND WILL RESULT IN NO REFUND OF THE SECURITY DEPOSIT.**

\_\_\_\_\_  
Renter Signature

Rev. May 2, 2016



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## RENTAL AGREEMENT

For

**TOWN OF ARCADIA**

**TOWN HALL**

W26051 State Road 95, Arcadia, WI 54612  
(608)323-3470

The Town of Arcadia and \_\_\_\_\_ (renter), for a valuable consideration enter into a non-assignable rental agreement for use of the Town of Arcadia Town Hall. Under this rental agreement the renter may use and occupy the town hall as follows:

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Purpose: \_\_\_\_\_  
Renter's Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_

The renter **must be a resident of the Township of Arcadia, and must present a valid driver's license** upon renting. The renter must also **vacate the property no later than 9:00 p.m. Monday through Thursday and 7:00 p.m. Friday through Sunday**. The rental agreement is for the sole purpose specified above and is subject to the following terms:

The renter shall pay to the Town of Arcadia, within one (1) week of the above date, \$90.00 rent and \$300.00 security deposit or the reservation will be cancelled. The security deposit will be returned when the renter has cleaned the premises, removed all refuse, garbage and debris from the premises and surrounding land and all things that have been damaged by the renter or guests are repaired to the satisfaction of the Town of Arcadia (normally in 30 days after the event).

The renter shall not attach or post outside advertising or decorations without getting prior approval. Property of the Town of Arcadia shall not leave the premises but may be used by the renter during the terms of this rental agreement.

The renter shall pay any permit or license fees applicable for proposed use of the premises and shall comply with all laws, rules, regulations and ordinances regulating the use of the premises and adjoining lands.

This rental agreement shall be construed exclusively in accordance with and governed exclusively by the laws of the State of Wisconsin.

The undersigned has read the rental agreement, understands this agreement and agrees to be bound by the terms and conditions contained herein.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Renter Town of Arcadia Official

**Renter should retain a copy of this rental agreement and send payment within a week of when contract was signed to: Town of Arcadia, W26051 State Road 95, Arcadia, WI 54612**