

**TOWN OF CENTER
N3990 STATE ROAD 47
APPLETON WI 54913**

RENTAL AGREEMENT FOR TOWN OF CENTER MUNICIPAL FACILITIES

Reservation Date: _____

Enclosed are the rules the Town Board requires all renters to read and sign. If you have any questions, please call the Town Clerk at 920-731-7229.

- Send a \$75.00 check for the Hall rental + \$75.00 check as a security deposit.
- OR Send a \$25.00 check for the Pavilion rental + \$25.00 check as a security deposit.
If you are reserving both, enclose a \$100 check + \$100 security deposit check.

Make checks payable to the: "Town of Center"

- Payment must be received within 7 days from receipt of this form.

Rental of the Town Hall includes the following for your use:

- 40" Flat Screen TV and DVD player
- Refrigerator, stove, microwave, large coffee pot, nesco
- Seating with tables and chairs for up to 100 people. Fire capacity limit is 286 people.

Rental of the Park Pavilion includes the following for your use (available May 15th – Oct. 15th):

- sand volleyball court, baseball diamond (if requested below and has not already been reserved)
- Picnic tables in pavilion/shelter

Select one: ☐ TOWN HALL (Rental Fee: \$75.00 + security dep)
☐ PARK PAVILION (Rental Fee: \$25.00 + security dep)
☐ BOTH (Rental Fee: \$100.00 + security dep)

If renting the pavilion, will you be using the baseball diamond? ☐ Yes ☐ No

NAME OF RESPONSIBLE PERSON (town resident): _____

ADDRESS, CITY, STATE, ZIP: _____

The key for the hall is located in a small locked box next to the fire station door. Instructions and key code will be texted to the number you provide below a few days before your event.

CELL PHONE: () _____

TYPE OF EVENT (Please describe): Start time: _____ End Time: _____ Approx # of people: _____

Will alcohol be on the premises during the event? ☐ Yes ☐ No

I have read the rules and agree to abide by them. I also agree to pay for any damages that may occur, and if I do not pay for the damages within 30 days, I agree that the Town may place the unpaid amount on my next real estate tax bill.

Date Paid: _____ Ck____ Cash____
Check #: rental_____ security_____ Signature of Town Resident (must also be a Town property owner)

Mail payment & security deposit (2 separate checks) within 7 days of receiving this form:
Town of Center Clerk-Treasurer, N3990 State Road 47, Appleton WI 54913

**TOWN OF CENTER - FACILITIES RENTAL
RULES FOR RENTING THE MUNICIPAL HALL AND PARK PAVILION**

1. The person renting the facilities **MUST BE A TOWN OF CENTER PROPERTY OWNER & RESIDENT** over 21 years of age.
2. The rent for using the facilities must be paid by a town resident. Rentals will be on a first-come, first served basis. The charge for rental is \$75.00 for the Hall and \$25.00 for the park. A security deposit equal to the rental amount must be paid with a separate check and enclosed with the rental payment. If the facilities are left in a condition not satisfactory to the Town Board or their authorized agent, the security deposit will be forfeited. The security check will be returned to the renter if the premises are left in good order 10-14 days after the event. The person renting the facilities will be responsible for any damage to the building(s) or equipment.
3. Exempt from charges will be non-profit organizations benefiting Town of Center residents or other government entities as established by Town Board. All other requests or commercial use must be approved by the Town Board.
4. Rental of the facility will be accepted only 1 year in advance of the date. *i.e today's date is April 10, 2023, the facilities may be rented now and up to April 10, 2024.*
5. The facilities need to be left in the condition as when you arrived.
 - a. All garbage should be removed from the premises and placed in the dumpster on the east side of the fire station. New bags will be supplied by the Town.
 - b. Dust mop, broom and other supplies for cleaning can be found in the kitchen.
 - c. The refrigerator, microwave and stove are to be clean.
 - d. Tables & chairs are to be clean and returned to same setup as you found them.
 - e. No decorations are allowed on the ceilings. Blue painter's tape is only allowed on the walls and woodwork, no scotch tape, thumbtacks, etc. are allowed.
6. No standing or sitting on tables. No standing on chairs at any time.
7. The Town is not responsible for articles lost or stolen.
8. There is **NO SMOKING** allowed in the Municipal Buildings.
9. No dogs/pets allowed in the building and park. Service dogs exempt.
10. No person(s) should be in the office(s) or fire station unless accompanied by an authorized person.
11. Capacity limit - 100 seating capacity, 286 maximum capacity per fire code
12. Keys to the building need to be picked up and returned as directed on the reservation form.
13. All doors are to be locked when you leave. Failure to secure the building resulting in property damage will be the renter's responsibility.

The reservation form must be signed by the Town of Center resident reserving and paying the rental of the facility.

--- PLEASE KEEP THIS COPY FOR YOUR REFERENCE ---

The key is located in a small locked box next to the fire station door. Instructions and key code will be texted to the number you provide on the rental form a few days before your event.

Please do the following before leaving!

1. Wipe tables and chairs clear of any crumbs or messes.
 2. Tables need to be placed back in original “meeting” configuration.
 3. Place chairs on top of tables (pictured below).
 4. Please sweep entire floor (kitchen, hall and bathrooms), getting any crumbs or debris.
 5. All garbage cans will need to be emptied into dumpster at the very east of the fire station.
 6. Please do not leave anything behind in the refrigerator.
- No decorations to be hung from the ceiling with TAPE.
 - If you use the coffee pots, please be sure the inside stems are not thrown out. If they are missing you will be charged \$40 to replace the coffee pot.
 - Dish towels are provided. Please leave dirty towels or dish cloth under sink once hall use is done. We will wash them.
 - If the white electric receptacles trip, only the “panel C” circuits can be reset in the panel located in the kitchen by the refrigerator. The red receptacles are controlled in the fire hall which you do not have access to.
 - Please make sure to leave the hall, bathroom and kitchen like you found it.

If you need assistance, Contact Katie at (920) 858-7990. If no answer, call Amy at (920) 213-2119.

