

TOWN OF LAFAYETTE

5765 197TH ST
CHIPPEWA FALLS, WISCONSIN 54729
715.723.7692 / Office Hours 9am-4pm Mon-Thurs
www.lafayettetownship.org

Renter's Receipt

Deposit Pd: _____

Date: _____

Rent Pd: _____

Date: _____

Amount Due: _____

Initials: _____

HALL RENTAL CONTRACT

RENTAL FEES:

- **\$100** Per day for Residents
- **\$150** Per day for Non-residents
- **Rent is to be paid in cash unless paid in full two weeks prior to your event.**

SECURITY DEPOSITS:

- A **\$50** security deposit is required upon signing the contract as confirmation of rental. This deposit will be refunded when the terms of this contract are fulfilled. Forfeiture of deposit may be appealed to the Town Board.
- This deposit may be forfeited in part or total for any property damage or failure to comply with the cleanup terms of this contract. **IF DAMAGE EXCEEDS DEPOSIT, THE RENTER WILL BE BILLED FOR THE DIFFERENCE!**

CANCELLATIONS:

- All of the deposit will be forfeited for cancellations less than one month of rental date. Twenty-five dollars (**\$25**) of the deposit will be forfeited for all other cancellations.

KITCHEN FACILITIES:

- **No** preparation of food by caterers on the premises. Kitchen facilities are to be used for preparation by the renters only, or for warming food by caterers.

ALCOHOLIC BEVERAGES:

- Are allowed to be consumed on premises, but **CAN NOT BE SOLD**. Admission fees to planned events are also **NOT** allowed if any alcoholic beverages are going to be served. For any rental where alcohol may be consumed or present during the hall rental, an Alcohol Social Use Agreement must be read, signed, and turned in prior to the rental being approved and scheduled.

NON-PROFIT:

- Non-profit organizations **MAY** have rental fees waived with prior Town Board approval. Organizations will still abide by these same rules and must have a security deposit on file.

PRIOR TO YOUR EVENT

KEYS FOR HALL:

- Keys can be picked up at the Town Office during regular office hours (9:00 a.m. – 4:00 p.m.) during the week of your event. The **office is closed on Fridays**, so please make arrangements to pick up the keys earlier in the week.
- Keys will not be released until the rental fee and security deposit have been **paid in full**.

DECORATING:

- Decorating the day before your event may be allowed if no other events are scheduled. Please ask in advance!
- **No candles, open flames, or other flame-producing devices are permitted. Bounce houses, inflatable play structures, and similar equipment are also not permitted inside the hall.**
- The hall may only be used for the purpose specified on the rental contract.
- Do not attach decorations or other items to the walls, ceiling tiles, or floors using tape, nails, staples, wires, adhesives, or similar materials. Push pins may be used on paneled walls only. Unauthorized use of these materials may result in the forfeiture of your security deposit.
- Lafayette Town Hall is a **smoke-free** facility. Smoking is not permitted inside the hall or within twelve feet of any entrance to the hall.

CLEANING REQUIREMENTS

After using the hall, the general appearance should be the same or better, as prior to rental. Often times, the crew doing the setting up and decorating are not the same crew doing the cleanup. Please inform your cleanup crew how things are to be cleaned and put away. **YOU** are responsible to inform them of the proper procedures.

CLEANUP OPERATIONS:

- Are to be completed the evening of your rental.
- A Town Employee will clean at a minimum rate of \$35 per hour if cleaning is not completed as specified in this contract. This will be deducted from the deposit and the difference, if any, will be billed to the renter.

CLEANING SUPPLIES:

- **You are to provide all cleaning supplies i.e.: Towels, wash clothes, paper towels, trash bags, dish soap, cleaning solution, etc. We only provide the pail, mop and brooms.**

CLEANING CHECKLIST

- ✓ Check tables - If broken, please let us know before your event.
- ✓ Place recyclables in proper containers
- ✓ Wipe CLEAN and STACK all tables and chairs (they should all fit on the racks in the closet)!!
- ✓ Wash and put away all dishes, utensils and appliances that are used
- ✓ Clean all bathrooms, sinks, countertops, remove trash and replace garbage bags, etc
- ✓ Sweep and damp mop all floors. Empty mop pail outside across the parking in the grass. Please do not dump dirty water in sinks, toilets or urinal.
- ✓ **Bag and tie all garbage and place in dumpster located on east side of maintenance building.**
- ✓ Turn out all lights, appliances and fans
- ✓ Windows - Make sure they are locked
- ✓ Lock doors and return keys in drop box located outside of hall on south side of main door.
- ✓ Report any damage to the office staff or Town Board member
- ✓ No sitting on tables. They are inspected after each event. Damage will be billed to you
- ✓ No overnight parking of campers
- ✓ Town hall personal property is to stay inside the building at all times
- ✓ Closing time is 12:00am

IN CASE OF DAMAGE, ELECTRICAL MALFUNCTION, ETC. CONTACT:

MARK SEDLACEK 715.829.8741

**The Town of Lafayette is not responsible for any appliances, supplies, or articles left on the premises.
The renters are responsible for the terms of the agreement.**

Maximum 115 Attendees as per Fire Code

Non-Discrimination Policy – The Town of Lafayette complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, sex, nor exclude or treat people differently on those same basis.

HALL CONTRACT: DATE OF RENTAL:

PLEASE FILL IN THE BOTTOM PORTION AND RETURN WITH DEPOSIT * **DEP PAID:** _____

Alcohol Social Use Permit – The applicant agrees that alcoholic beverages will not be served or consumed by anyone under the legal age on the premise during the rental period. I do hereby certify that I am the person in charge of the premises upon which the herein event will be held.

I have read the contract agreement for renting the Lafayette Town Hall and will abide by all rules set forth in the contract. I, the undersigned, am financially responsible for any and all cleaning and or damage to the Town's property. I, the renter shall indemnify, save and hold harmless the Town of Lafayette and its employees from and against any and all claims, demands, losses, liability, cost or expenses of any kind whatsoever (including any arising under any workers compensation), which arise out of, are connected with, or are attributed to the renter's use of the Lafayette Town Hall or its grounds during the term of the rental period. I also certify by my signature below that I am a duly qualified representative of the entity or person renting the facility and am authorized to sign this hold harmless and rental agreement. Signature on this rental contract signifies the renter acknowledges and agrees to all provisions of the rental contract.

Maximum 115 Attendees as per Fire Code

RENTERS SIGNATURE _____

RENTERS NAME PRINTED _____

RENTERS ADDRESS _____

CITY, STATE & ZIP CODE _____

RENTERS PHONE NO. _____ CELL NO. _____

RENTERS DRIVERS LICENSE # _____

RENTERS EMAIL _____

TYPE OF SOCIAL EVENT OR ORGANIZATION _____

ESTIMATE # OF ATTENDEES _____

HALL RENTAL DATE _____

OFFICE USE ONLY

\$50 Deposit Paid - _____ Date _____

Supervisor Comments

\$100 Rent Paid Resident _____ Date _____

(description of damage)

\$150 Rent Non-Resident _____ Date _____

Website Complete _____

Clean Up / Damages _____

Initials _____

Deposit Ret. Amount _____ Date _____