

# Town of How Community Building Rental Form

**STEP 1:** Call the clerk to see if your date is available. (920-842-9851)

**STEP 2:** Fill in the information below

Rental Date \_\_\_\_\_  
Day of Week      Month,      Number Date,      Year

Approx Time of Use      From \_\_\_\_\_ To \_\_\_\_\_

Person Renting Hall \_\_\_\_\_  
(Must be a resident of the Town of How)

Address \_\_\_\_\_

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

**STEP 3:** READ THE RULES AND REGULATIONS, then sign & date

1. Vandalism, abusive or disorderly conduct is not tolerated. Violation will cause dismissal and closing. Any damage to the property will be placed on the renter's tax bill.
2. DO NOT SIT ON THE TABLES OR STAND ON THE CHAIRS.
3. You may not sell alcohol unless you have a permit obtained from the Town Clerk and a certified bartender license on site during the event.
4. Curfew – 10 p.m.
5. No nails or tacks are to be used in the walls, ceilings, or tables. Tape is permitted so long as it is completely removed.
6. Do NOT dump grease or coffee grounds in the sinks or toilets.
7. Garbage must be bagged and removed. Non-profit organizations take your garbage when you leave. Three (3) Blue Town of How garbage bags are provided for the parties paying \$50 hall rental. Take all garbage.
8. Clean the hall after use. You do not have to mop the floor, but you must wipe up any spills, wipe the tables, counters, refrigerator, and sweep the floors (including the bathrooms). Be sure toilets are flushed.
9. Replace table and chairs where you found them.
10. **BEFORE LEAVING:** Make sure all doors are locked; all lights are off (including bathrooms), and the thermostat is turned down to 58 degrees (in winter) and the front sink cabinets are opened so pipes won't freeze.
11. The Town **does not assume any liability** on groups or individuals attending the functions at the Town Hall.

I, the undersigned, have read this form and agree to the Rules and Regulations as stated:

\_\_\_\_\_  
Signature of Person Renting the Hall

\_\_\_\_\_  
Date

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**STEP 4:** Make checks payable to: TOWN OF HOW

**STEP 5:** Mail agreement and payment to:  
Town of How  
PO Box 187  
Suring, WI 54174

Town Hall rental fee is a non-refundable \$50.00 per day. A \$50.00 deposit is also required. Please write two separate checks. The deposit check will be returned once it has been determined the hall has been cleaned and no damage took place.

Town Pavilion fee is \$25.00 per day.

KEYS are NOT given out to renters of the Town Hall. The building is opened by the custodian one (1) hour prior to rental time.

Early decoration the night before is not permitted.

If you need to have the building opened again, it will cost an additional \$5 for someone to come and open it. You will pay the person directly who opens the building.

Town tables and chairs are not rented out to private parties.

Non-profit organizations may reserve the Town Hall with a one month in advance reservation at no charge. If the reservation is not made one month in advance, a \$5 fee will be charged for special opening of the building and will be paid to the Clerk in advance of use of the building.

Non-profit organizations that are using the facilities for a fundraiser event must have a certificate of liability insurance on file with the Town Clerk ten (10) days prior to the event. If food and/or beer are being sold, the organization must purchase a picnic permit and/or bartenders permit from the Town Clerk ten (10) days prior to the event.

Leave messages for the Town Clerk at 920-842-9851.