

# Stella Town Hall Rental Agreement

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Are you a resident of Stella?            YES \_\_\_\_\_ NO \_\_\_\_\_

Do you own and pay taxes on property in Stella?            YES \_\_\_\_\_ NO \_\_\_\_\_

Type of Party/Event: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

This agreement is being made between the Town of Stella and \_\_\_\_\_ (name)

for the use of the Town Hall on \_\_\_\_\_ (date) from:

\_\_\_\_\_ 12:00 p.m. noon the day prior to the rental until 12:00 a.m. midnight the day of the rental

\_\_\_\_\_ 8:00 a.m. the day of the rental until 12:00 p.m. noon the day after the rental

## It is understood by the renter:

Renter:  
Town:

- 1. Fire doors and lanes must not be blocked. All expenses and/or cost of damages to remove cars will be the Renter's responsibility.
- 2. Alcohol is allowed if serving free by invitation (when license is not required). Renters are responsible to control use, and all events must cease by 12:00 a.m. midnight.
- 3. Use only approved decorations. Do not use any mounting screws, tacks, or nails of any kind.
- 4. No open fires exception in your own grills and must be completely extinguished with all coals removed from Town property.
- 5. No overnight camping or setting up canopy tents without prior approval of Town Board.
- 6. Pets must be leashed and waste cleaned up.
- 7. Do not stand or sit on tables and do not stand on chairs. Do not remove tables or chairs from Town Hall.
- 8. Pursuant to Wisconsin Statute Section 125, if the event is open to the public, and alcohol beverages are being served, the Renter, if an appropriate entity, or if not, an appropriate entity must submit an application for a Temporary (Picnic) Alcoholic (Liquor) Beverage License, to the Town Clerk 15 days prior to the event. If a Temporary (Picnic) Alcoholic (Liquor) Beverage License is not obtained or issued, Renter will be solely responsible to enforce and ensure that absolutely no alcoholic beverages are on the Town Hall premises and will indemnify the Town of Stella as outlined in No. 14 below.

**9. Prior to leaving the building Renter must:**

- Wipe up food and beverage spills from all countertops, tables, chairs and floor.
  - Clean and place all chairs, tables, dishes, utensils and furnishings back to where they were when renter first arrived, or to their designated storage areas.
  - Kitchen shall be left clean and all items put back in place. Take food from the refrigerator with you.
  - All floors must be swept.
  - Pick up all trash/recycling/cigarette butts/decorations that result from rental and remove from Town Hall. What you carry in, you take out, including taking the garbage with you.
  - Secure the building before leaving (i.e., close and lock all doors and windows, turn off all lights, check toilets to make sure they are flushed, etc.)
10. Renter will be held responsible for any damages to the premises or equipment and the expenses of collecting those damages.
11. The Town of Stella is not responsible for any property left on the Town Hall grounds.
- 12. Deposits will be held until the key is returned, garbage removed, and inspection completed. Deposit will be returned in a self-addressed, stamped envelope provided by the Renter. All or part of the deposit may be used by the Town to pay for damages.**
13. The Town of Stella may have an Automated External Defibrillator (AED) available at the Town Hall for EMERGENCY PURPOSES ONLY. **CALL 911 FIRST IN THE EVENT OF AN EMERGENCY.** Training on the use of an AED is available upon request and can be scheduled with a Town Board Member at the time of rental confirmation.
14. Renter agrees to indemnify Town of Stella, its employees, and officers harmless against and from any and all claims, actions, damages, liability and expenses in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or at the rental facility. In case Town of Stella, without fault on its part, be made a party to litigation commenced by or against Renter, then Renter shall protect and hold Town of Stella harmless, and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by Town of Stella in connection with such litigation.

**IN THE EVENT THE RENTAL AGREEMENT IS BROKEN THE REQUIRED DEPOSIT WILL BE FORFEITED.**

I have read and agree with the above conditions of rental. **Make checks payable to: Town of Stella.** Deposit of \$\_\_\_\_\_ has been paid with Check #\_\_\_\_\_.

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

\_\_\_\_\_  
Sara Zastrow  
Town Treasurer

# Stella Town Hall Rental Guidelines

1. All dates must be reserved in advance and confirmed by a Town Board Member. The Town Hall will be available for set-up at noon the day before the reserved date and must be cleaned and the key returned by midnight on the reserved date -or- the Town Hall will be available for set-up at 8:00 a.m. on the reserved date and must be cleaned and the key returned by noon the day after the reserved date. A town hall key must be obtained through a Town Board Member.

Sara Zastrow, Stella Town Treasurer  
#715-367-8440

2. All users shall sign a Rental Agreement and Provide the Established Fees.

## Deposit

Deposits in the form of a check made out to **Town of Stella**, will be required for the Town Hall key and guarantee of clean-up. The deposit will be returned by mail after the key is returned and inspection is completed. A stamped self-addressed envelope will be requested at time of key disbursement.

## Rental Rates

### Resident/Taxpayer

\$75.00/day

\$75.00 deposit

\$150.00 total

### Non-Resident

\$300.00/day

\$300.00 deposit

\$100.00 cleaning fee

\$700.00 total

### Weddings

\$300.00/day

\$300.00 deposit

\$100.00 cleaning fee

\$700.00 total

A deposit of \$75.00 will be required but no fees will be charged for Funerals for Resident/Taxpayer.