

# TOWN OF METOMEN

## TOWN HALL RENTAL APPLICATION

N6971 Hwy 44-49., Ripon, WI 54971  
920-904-7684 (Abi Fenton, Clerk)

Date Requested: \_\_\_\_\_ Time (approx.) from: \_\_\_\_\_ to \_\_\_\_\_

Name of Applicant or Organization: \_\_\_\_\_

Please print

Name of person responsible: \_\_\_\_\_

Please print

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

City

State

Zip

Telephone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Type of Function to be held: \_\_\_\_\_

Number of people expected at function: \_\_\_\_\_ (the hall has a seating capacity of 65)

What items will be brought in to the hall for the activity: \_\_\_\_\_

The undersigned agrees to indemnify and hold the Town harmless for any damages or injuries arising out of the undersigned's use of the Town Hall. I also state that I have received, read and initialed a copy of the Rules and Regulations

Signature of Applicant: \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of Clerk: \_\_\_\_\_ Dated: \_\_\_\_\_

**YOUR APPLICATION IS NOT CONFIRMED UNTIL THE TOWN HAS RECEIVED YOUR CHECKS**

\_\_\_\_\_ Certificate of Insurance provided (proof of Homeowner's or Renter's Insurance)

**Make Checks payable to:** [Town of Metomen](#)

\_\_\_\_\_ \$50.00 Rental Fee – Residents-Town of Metomen/Property owner: Cash \_\_\_\_\_ Check # \_\_\_\_\_

\_\_\_\_\_ \$100.00 Rental Fee – Nonresidents -Town of Metomen: Cash \_\_\_\_\_ Check # \_\_\_\_\_

\_\_\_\_\_ \$100.00 Damage Deposit (residents and nonresidents): Cash \_\_\_\_\_ Check # \_\_\_\_\_

(will be refunded if and when it has been determined that the hall was left in satisfactory condition and all rules and regulations were complied with)

\_\_\_\_\_ Total Received

Received by: \_\_\_\_\_ Dated: \_\_\_\_\_

Town Clerk

### INSPECTION AND REIMBURSEMENT

Inspection Date \_\_\_\_\_ By \_\_\_\_\_

Building left in satisfactory condition: \_\_\_\_\_ YES \_\_\_\_\_ NO

Comments: \_\_\_\_\_

Date of Refund: \_\_\_\_\_ Amount \$ \_\_\_\_\_ By: \_\_\_\_\_

Return this form with deposit to: Town of Metomen, c/o Clerk, Abi Fenton, W13191 Sheldon Rd., Brandon, WI 53919