

DEPOSIT RETURNED: \_\_\_\_\_

RECEIVED ON: \_\_\_\_\_

\$75.00 CK #: \_\_\_\_\_

\$50.00 CK #: \_\_\_\_\_



## TOWN OF RICHMOND TOWN HALL USE AGREEMENT

This agreement between Town of Richmond (Owner) and \_\_\_\_\_ Shawano County Resident (Renter) shall govern use of the town hall on the date and time indicated below.

Renter is authorized by Owner to utilize the town hall, kitchen, and rest room facilities on \_\_\_\_\_, 20\_\_\_\_\_, between the hours of \_\_\_\_\_ and \_\_\_\_\_ for the purpose of \_\_\_\_\_, subject to the following conditions:

1. **THERE IS NO SMOKING IN THE TOWN HALL.**
2. Non-alcoholic beverages, punch, wine coolers, and beer may be dispensed. **SALE OF BEVERAGES IS PROHIBITED.**
3. Prepared foods may be provided/catered by the Renter at the Renter's expense.
4. **The Renter shall be responsible for:**
  - a. Disposing of all utensils, food products and solid waste, including rest rooms.
  - b. Cleaning of floors, restrooms, kitchen area, chairs and tables.
  - c. Returning all furniture to its original arrangement.
  - d. Picking up and disposing of litter in/on parking lot and lawn areas.
  - e. Any damage to the interior or exterior building and premises.
  - f. Ensuring ALL doors are locked.
  - g. Turning off lights/fans in rest rooms.
  - h. Setting heat to 62° **OR** air conditioning to 74°.
5. Renter shall pay a security deposit fee of \$50.00 and a rental fee of \$75.00, provided in **two separate checks**, at the time of submitting this agreement to the Town Clerk. The security deposit may be used for any damage or janitorial costs, as determined by the Richmond Town Board. Rental dates are not reserved until the fees are received by the Town Clerk.
6. The Town Clerk or member of the Town Board will provide access to the public areas of the town hall.
7. The Richmond Town Board reserves the right to reject any application for use of the town hall.

Town Official Signature \_\_\_\_\_  
 Renter Signature \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Please provide two checks:** \$75.00 for hall rental  
\$50.00 deposit (this check will be returned to you pending hall condition)

**Mail completed agreement and payments to:** Town of Richmond  
PO Box 240  
Shawano, WI 54166