

NEPEUSKUN TOWN HALL RENTAL REGULATIONS

RECOMMENDED MAXIMUM CAPACITY: 60

The Town Hall of the Town Nepeuskun, 1475 Co rd E Ripon WI, may be rented for family oriented functions, business meetings or other group gatherings. Rental is on first come, first served basis and is for **ONE** day only. Most rentals will have the opportunity to set up the day prior if Hall is not in already in use.

FEES AND DEPOSITS: \$100.00 Actual Hall Rental Fee / \$50.00 Damage Deposit fee.

Both are required to be placed with the Town upon completion of rental agreement.

REFUND: \$50.00 If hall is left in satisfactory condition

RULES

- THE NEPEUSKUN TOWN HALL AND ITS PREMISE SHALL REMAIN **ALCOHOL FREE**.
- The Nepeuskun Town Hall shall remain a **SMOKE FREE BUILDING**. Smoking outside will be permitted. Cigarette butts shall be placed in an appropriate waste container and removed from the property, not left on the grounds.
- Anyone who loses a key shall be responsible to compensate the town for the cost of re-keying the building and replacement of all keys issued to or in possession of, any town officials at the time.
- If retention of deposit is not sufficient to cover damages, the Applicant will be held responsible to reimburse the Town for such damages as deemed by the Town Board. This could include a special tax assessment for those residing within the town, if not paid otherwise.
- Parking will be on the designated parking lot only, until it is full. No parking on the grass is allowed. Parking in the roadway is not recommended or advised.
- A refrigerator, range, and microwave are available for your use. NOTE: this kitchen is for **WARMING or REHEATING** of food only, not for preparation of food. (**NO COOKING or BAKING**)
- If decorations are used, they must be hung with adhesive mounting putty only, and they are to be removed immediately following the event.
- No tables and chairs may be taken outside the building. (Found in janitor's closet)
- The Town Hall and Grounds must be left in same condition in which it was found. The janitor's closet for has a broom and vacuum cleaner for accidental spills. (Return to same amount of chairs/tables please)

BUILDING CONDITIONS WHEN LEAVING ARE: All lights turned off. Toilets flushed and all faucets turned off. **All inside and outside garbage removed from premises.** (The dumpsters are not for use, they are for recycling days only) If used, all countertops, tables and chairs, town dishes, utensils, coffee maker are washed and returned to where you found them. Any towels used, should be laundered and returned.

The Renter is responsible and shall be the last one out of the building after an event. Make sure all windows are closed and locked and all outside doors are closed and locked. You may leave the key on the kitchen counter and notify the Town Rep that you had been in contact with.

Thank you, The Nepeuskun Town Board