

# Town of Holton

## Town Hall Rental Contract

1. The key will be picked up on the day of the event, unless other arrangements are made with the clerk.
2. The renting party will be responsible for all of the damages to the Town of Holton property (the Town Hall, adjoining parking lot, lawn and landscaping), even those in excess of the security deposit.
3. The renting party will clean all areas on the property. If not cleaned to the satisfaction of the town board, charges for housekeeping (\$25/hour) will be deducted from the security deposit.

**Cleaning expectations:**

- Sweep and mop the floor
- Swab the toilets
- Wipe out all sinks and counters
- Wipe off any tables and chairs that were used and store them properly
- Please bring your own dish cloths and towels for washing dishes
- Remove any decorations that are put up

**Supplies available for your use and replenishment:**

- Cleaning supplies
- Brooms, vacuum, and mops
- Trash bags (located in the storage area and in the kitchen cabinets)
- Kitchen appliances- No refund will be given for appliance failure
- Paper towel and toilet paper

4. Tables and chairs are expected to be clean and properly stored after your events. Any damages as a result of misuse will be deducted from your security deposit.
5. The renting party is responsible for hauling away the garbage generated from your event. This includes all trash, papers and recyclables, such as aluminum cans, plastics, cardboard and tin cans. Any trash left behind will be assessed against your security deposit at a cost of \$5/bag for disposal.
6. The key should be returned by noon the day following your event, unless other arrangements are made with the clerk. If a key is lost or not returned to the clerk as arranged, half of the security deposit amount will be deducted from the returned security deposit or billed to the renter.
7. **NO SMOKING** is allowed in the building or within a 10 foot radius surrounding the hall. No cigarette butts should be left behind, including in the grass or in the parking lot.
8. No alcohol is to be served to those under the legal drinking age of 21 years.
9. Maximum legal capacity is 99 persons.
10. No tape is to be used on the walls.
11. The air conditioner and heat is set. Please let the clerk know if settings need to be changed.
12. Be sure that all windows and doors are secured tightly and locked any time the hall is not monitored. \$25 will be deducted from the security deposit for each window or door left open/unlocked.
13. The person signing the rental contract must be in attendance at the event and at least 21 years of age.

Name:		Phone:	
Address:		Email:	
Date of Event:		Intended Purpose:	
Start Time:		End Time:	
Special Notes:			

**Town of Holton**  
Town Hall Rental Contract

Checks can be made payable to the *Town of Holton* upon the signing of this contract. If there are any damages in excess of the security deposit, you will be held liable for the cost of the repairs. You will receive your deposit check back in the mail, upon inspection of the premises and approval from the board at the monthly town meeting following your event. If housekeeping or garbage disposal is needed, it will be deducted from your deposit.

Holton Town Hall  
233727 Rosedale Avenue  
Abbotsford, WI 54405

In signing this contract, you are taking on all liability of your event and guests, and understand that the Town of Holton, Marathon County, State of Wisconsin, is held harmless for any liability.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

**RENTAL FEES** to be paid in separate checks (One daily fee and one security deposit)

	<b>Daily Fee</b>	<b>Security Deposit</b>
<b>Resident</b>	\$100	\$200
<b>Non-Resident</b>	\$200	\$400

Please send both checks and one signed copy of the contract to:

Taylor Ensign, Clerk  
107645 County Line Road  
Dorchester, WI 54425  
(715)316-2040  
[holtontownclerk@gmail.com](mailto:holtontownclerk@gmail.com)

THANK YOU!!

For clerk use only:

Rental Amount Received: \$\_\_\_\_\_

Rental Check #\_\_\_\_\_

Deposit Amount Received: \$\_\_\_\_\_

Deposit Check #\_\_\_\_\_

Date: \_\_\_\_\_

Initials: \_\_\_\_\_