

Town of Chilton
N4695 CTY BB
Chilton, WI. 53014

HALL RENTAL AGREEMENT

Group/Individual Name _____

Person Renting the Hall: _____

Address of Hall Renter:

Street: _____

City/State/Zip _____

Phone Number of Person Renting the Hall _____

Person Making the Deposit if Different from Person Renting the Hall:

_____ Phone Number _____

Address to Return Deposit if different from Above (Include City & State):

Date(s) of use _____

Approximate time of use _____

Signature _____

- The Town Hall is a smoke free environment.
- \$50.00 daily rental fee, plus a \$100.00 security deposit. The security deposit will be refunded if the hall is left clean.
- Parties are responsible for damages and missing items.
- Arrange for a key pickup by contacting Town Clerk at 920-849-4720.

Please returned signed form with payment of \$150.00 to:

Attn: Town Clerk
Town of Chilton
N4695 CTY BB
Chilton, WI 53014

RULES - CLEAN UP CHECK LIST

***Place your initials on the Renter line below when the task is completed. ***

1. Kitchen: clean the stove and sink.
____Renter ____Town Inspector
2. Vacuum and sweep the floors and rugs.
____Renter ____Town Inspector
3. Thermostats:
 - a. Furnace: When leaving, turn down to 58 degrees when heat is on.
____Renter ____Town Inspector
 - b. Air Conditioner: When leaving, turn air conditioning to 73 degrees.
____Renter ____Town Inspector
4. Trash Cans:
 - a. Hall ____Renter ____Town Inspector
 - b. Restrooms ____Renter ____Town Inspector
 - c. Put ALL trash in dumpster by the shop - large green metal container.
____Renter ____Town Inspector
5. Leave cleaning check sheet and key on the kitchen counter.
____Renter ____Town Inspector
6. Turn ALL lights off.
____Renter ____Town Inspector
7. LOCK door. Make sure door is locked.
____Renter ____Town Inspector

If anything is damaged or broken, please contact:
Jeff Schwarz at 920-418-1368
before leaving.

Janitors Room - Broom, Vacuum, Garage Bags, ETC.