

BOX _____ CODE _____



N4695 CTY BB - Chilton, WI. 53014 – 920-849-4720

HALL RENTAL AGREEMENT

This user agreement is made and entered into between the Town of Chilton, hereafter “Town” and

_____ hereafter, “User”. The parties agree as follows:

Date: _____ Time: From _____ to _____

RENTAL & SECURITY DEPOSIT FEE: User shall pay the Town the rental fee at the time this Agreement is signed. The rental fee for the Town Hall shall be \$100.00. Rental is for the day listed only. No prior day setup or day after cleanup is allowed. Additional rental fees will apply if this occurs. Security Deposit of \$200.00 will be paid at the time of submitting your signed agreement. All single hall rental securities are to be in cash.

Key access to the building for your day of rental will be available for the day only. The lockbox and key code will be given to you at the time of your hall agreement being received. An email or phone call will be made to you with the information if you mail in your agreement.

LIABILITY: The Town shall not be liable for any injuries, death or property damage rising out of the use by User of the above-described facility and User agrees to hold the Town harmless.

PURPOSE: Premises are used for the following purpose: _____

CLOSING TIME: The facility must be cleaned, locked and vacated by 12:00am. Music entertainment will end by 11:00pm. Facility must be locked and unoccupied between the hours of midnight and 8:00am regardless of the number of days that the facility is rented.

RULES & REGULATIONS:

- It is understood that any Town employee or Town elected Official has the right to enter rented premises at any time.
- The Town is not responsible for any articles left, lost or stolen on the rented property.
- Smoking is prohibited.
- **No animals are allowed.**
- It shall be the responsibility of the User to clean all floor areas including hallway floors, facilities, bathrooms, appliances, chairs and tables before termination of the rental period. “Clean” means the facility shall be suitable for immediate use by the next User. Tables and chairs must be back in their original positions. The room will be left in the same condition as it was found so it is ready for the next User. The User will pay for all labor and materials used if the Town has to do any cleaning of the premises following the User’s rental.
- All garbage and recyclables will be removed and exposed of in the dumpster on the Town premises.
- It is the responsibility of the User to keep the entire facility, interior and exterior, clean, neat and safe. In no way shall the interior or exterior portions of the building including landscape be altered or changed.

By Signing this agreement, I attest that I have read and understand all terms and conditions of this agreement and hereby agree to abide by all terms and conditions of this agreement.

Today’s Date: _____ Signature _____ Printed Name: _____

Address: _____ Phone: _____

CLEAN UP CHECK LIST

All cleaning supplies & trash bags can be found in the Janitors Room.

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

1. Kitchen: clean the stovetop & oven, refrigerator and sink.
_____Renter _____Town Inspector
2. Vacuum and sweep the floors and rugs.
_____Renter _____Town Inspector
3. Chairs & Tables - wipe each one down with Sani Spray cleaner.
_____Renter _____Town Inspector
4. Thermostats:
 - a. Furnace: When leaving, turn down to 65 degrees when heat is on.
_____Renter _____Town Inspector
 - b. Air Conditioner: When leaving, turn air conditioning to 73 degrees.
_____Renter _____Town Inspector
5. Trash Cans:
 - a. Hall _____Renter _____Town Inspector
 - b. Restrooms _____Renter _____Town Inspector
 - c. Put ALL trash in dumpster by the shop - large green GFL metal container.
_____Renter _____Town Inspector
6. Leave cleaning check sheet on the kitchen counter.
_____Renter _____Town Inspector
7. Turn ALL lights off.
_____Renter _____Town Inspector
8. LOCK door. Make sure door is locked.
_____Renter _____Town Inspector

If services are needed or anything is damaged or broken, please contact:

Elected Supervisor – Richard at 920-849-9406
Elected Supervisor – Randy Lisowe at 920-418-1953
Chairman – John Schwarz at 920-378-6762

Any questions related to hall renting, please contact the
Clerk's office during normal office hours:
Monday, Wednesday & Thursday 8am to 3pm
920-849-4720

*Hours subject to change without notice. *