



*Town of
Kaukauna*

W780 Greiner Rd * Kaukauna, WI 54130
Phone 920-759-1677 Fax 920-759-1678

HALL RENTAL AGREEMENT
(MAXIMUM CAPACITY 137)

The undersigned hereby rents the Town of Kaukauna Town Hall on _____, 201__, for the following hours: _____ (dates and hours on the permit must include set-up, take down and cleaning time)

Purpose of rental: _____ Expected Attendance: _____

CURRENT RATES

Event NOT ALLOWING alcoholic beverages		Event ALLOWING alcoholic beverage	
RESIDENTS	SECURITY DEPOSIT	RESIDENTS	SECURITY DEPOSIT
\$75	\$50	\$95	\$100

Rental fee is to be tendered with this contract and will be cashed within a month of receipt. The deposit will be collected upon transferal of the keys. The deposit will be mailed back after the hall has been assessed.

This rental shall be for the above purpose only. The facility may only be used for lawful purposes. If used outside of its intended purpose or for illegal activities, your security/cleaning deposit will be forfeited and the Renter may be subject to sanctions and/or criminal charges.

The Renter shall comply with and be responsible for the following:

- 1) **DEPOSIT:** Renter is required to pay a Security/Cleaning Deposit which will be collected upon transferring of the keys for access to the Town Hall building. All or part of the Security/Cleaning Deposit may be retained by the Town to cover clean up, repair, damage and/or replacement costs. The remaining balance of the deposit, if any, is refundable to Renter whenever the Town Hall premises is clean and undamaged after its use, all windows and doors of the Town are securely locked, and key is left in Town Hall building at the time of final departure. The Town reserves the right to bill Renter and Renter shall be liable for any and all additional costs for clean up, repair, damage and/or replacement costs in excess of the Security/Cleaning Deposit.
- 2) **RENT:** 'Resident' shall be a person who resides in the Town of Kaukauna or an organization that is based in the Town of Kaukauna. The rental fee is calculated on a per day/24-hour period of use, unless otherwise approved in writing by the Town Board.
- 3) **DECORATIONS:** There shall be no hanging of materials on doors, windows, walls, or ceilings with tape, pins, tacks, or sticky adhesive. If you hang anything from the mailbox or light posts, it must be removed before leaving.
- 4) Windows and doors must be closed and locked before leaving.
- 5) **SALES** of any kind are not permitted on town hall property unless authorized by The Town Board.
- 5) **PARKING:** Vehicular traffic restricted to blacktop area only.
- 6) **PETS:** No pets or animals allowed inside the town hall.
- 7) **NO SMOKING** is allowed inside the building.
- 8) **ALCOHOL, DRUGS:** Alcoholic beverages are prohibited on the Town Hall premises unless approved in advance and the additional rental fee and security/cleaning deposit are paid by Renter accordingly. The use of any controlled substances is prohibited on the Town Hall premises. No alcohol sales or exchanges for value are permitted on the Town Hall premises. The Town accepts no responsibility for the effects of alcohol or other drug use by Renter, its members, guests or other attendees.



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Renter agrees to leave Town Hall premises in the same condition as it was found and further agrees to be responsible for any and all damages caused during use of the Town Hall.

Renter further agrees that in the event any portion of this agreement is breached, the Town reserves the right to prohibit Renter from subsequently renting the Town Hall for any purpose for a time equal to five (5) years from the most recent rental date.

The Town of Kaukauna assumes no liability for injury to persons or damage to property in connection with or arising from persons bringing equipment onto Town Hall property, or from activities conducted on the Town Hall premises.

A key shall be obtained from the Town Clerk no sooner than one day prior to the rental date. The key must be left in the Town Hall building at the time of final departure.

DATED THIS _____ DAY OF _____, 20 ____

RENTERS NAME (PRINTED) _____

RENTER'S SIGNATURE _____

ADDRESS _____

PHONE NUMBER _____