

CONTRACT FOR RENTING THE BEVENT TOWN HALL

I, the undersigned agree to these rules for the rental of the Bevent Town Hall.

1. Purpose of the hall rental _____
2. I will pickup the key from the designated person on the day of the event, unless other arrangements are made.
3. I will be responsible for all damages even those in excess of the \$_____ security deposit made to the Town of Bevent
4. I will clean all areas affected by my event. This includes mopping the floors, swabbing the toilets, wiping out sinks, wiping off tables and chairs, and any other necessary cleaning. If not cleaned to the satisfaction of the hall custodian or the Town Board, the charges for housekeeping will be deducted from the \$_____ security deposit made.
5. I will be responsible for tables and chairs, putting them away if needed, and any damage that could result from abuse of the furniture.
6. I will be responsible for all garbage generated from the event. All trash, paper and recyclable articles, disposed of properly.
7. The key should be returned by noon the day following the event, unless other arrangements are made with the hall custodian.
8. **NO SMOKING** is allowed in the building. Smoking is to be outside the building and all the debris must be cleaned up by the rental party.
9. No alcohol is to be served to individuals under the age of 21 and all events are to end by **12:00 Midnight**.
10. No decorations shall be attached to the ceiling or walls.

The fee for the hall rental shall be \$_____ per event. The fee shall be paid along with the security deposit at the time of the signing of this contract. The security deposit shall be returned after the premises have been inspected by the hall custodian or a member of the Town Board following the event. As stated prior, if housekeeping needs to be completed after the event by the hall custodian, the cost of the housekeeping will be deducted from the security deposit.

By signing this contract all liability is assumed by the signor for the event. The Town of Bevent is to be held harmless from any and all liability.

I, _____, am reserving the Bevent Town Hall for the following date and time, _____ to _____

Renter _____ Date _____

Hall Custodian _____ Date _____

Please make 2 checks payable to the Town of Bevent and return to: Therese Kluck
169492 Bevent Dr.
Hatley, WI 54440

Telephone Number: 715-454-7126