

TOWN OF KAUKAUNA

W780 GREINER ROAD KAUKAUNA, WI
Phone: 920-419-5539
Email: townofkaukaunaclerk@gmail.com

HALL RENTAL CONTRACT

MAXIMUM CAPACITY – 110

The undersigned hereby rents the Town Hall on _____, 20____, for the following hours: _____ (dates and hours include set-up, take down and cleaning time)

Purpose of rental: _____ Expected attendance: _____

RENTAL RATES

Alcohol will be served: Rental Fee: \$125	(Check here) ☐
Security Deposit: \$100 (due at key pickup)	
No Alcohol served: Rental Fee: \$100	(Check here) ☐
Security Deposit: \$50 (due at key pickup)	

There is an **additional fee of \$20.00 for early setup** (day/night before event if available).

The Town hall is only rented to TOWN OF KAUKAUNA RESIDENTS. The rental fee is to be included with this contract and any checks will be cashed within a month of receipt. The security deposit is due when the keys are received for the facility. The security deposit will be returned within a week of rental after the hall has been assessed for damage and providing no damage has been done. This rental shall be for the above purpose only. The facility may be used for lawful purposes only. If used outside of its intended purpose or for illegal activities, your security deposit will be forfeited and the Renter may be subject to sanctions and/or criminal charges.

- Please verify the date you wish to rent the hall is available by viewing our online calendar at: townofkaukauna.com/calendar or by calling/texting the clerk at: 920-419-5539
- Signed contract & rental fee can be put into Town Hall's secured drop box outside the front door anytime or dropped off with the Town clerk. (call or text for availability)
- Arrange key pickup 1-2 days in advance of event, along with security deposit by calling/texting clerk

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

1. **DEPOSIT:** The Renter is required to pay a Security deposit which will be collected when you receive the key. All or part of the Security deposit may be retained by the Town to cover cleaning, repair, damage and/or replacement cost, this includes but is not limited to dragging chairs on the floor causing scratches. The remaining cost of the Security deposit, if any, is refundable to the Renter when the Town Hall facility is in proper condition after use. The Town reserves the right to bill the Renter and the Renter shall be liable for any and all additional cost for cleaning, repairs, damage and/or replacement cost in excess of the Security 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 based on a one (1) day period of use, unless otherwise approved in writing by the Town Board.
3. **DECORATIONS:** There shall be no hanging of materials on the doors, windows, walls or ceiling with tape, pins, tacks, or sticky adhesive. NO glitter or confetti shall be used in the premises. All decorations are to be removed when finished with the hall.

4. **SALES:** There are no sales of any kind permitted in the facilities or on the property of the Town of Kaukauna unless authorized by the Town Board.
5. **PARKING:** Parking of vehicles is limited to the black top area only. No parking is allowed on the Fire Department property unless permission is granted.
6. **PETS:** NO animals or pets of any kind are allowed in the Town hall.
7. **NO SMOKING:** No smoking of any kind is allowed in the facility. If smoking has been suspected in the building it could be grounds for losing the Security deposit.
8. **ALCOHOL, DRUGS:** Alcoholic beverages are prohibited on the Town hall premises unless approved in advance and the additional fee and security deposit are paid by the Renter accordingly. No alcohol sales or exchanges for value are permitted in the Town hall or on Town property. The Town accepts no responsibility for the effects of alcohol use by the Renter, its members, guest or other attendees. The Renter is responsible to minors under the age of 18 that consume alcohol. ABSOLUTLY NO DRUGS of any kind are allowed on Town property. The Renter shall be liable for any arrest that are made on Town property while renting the hall.
9. **DEPARTURE:** When vacating the building all windows and doors shall be securely locked. All lights shall be turned off and key left inside the building in the proper place. Review checklist before leaving. Leave key in secured drop box outside the front door.
10. **LIABILITY:** The Town of Kaukauna assumes no liability for injury to persons on Town property or damage to property in connection with or arising from bringing equipment, machinery, or personal items on to Town property or any activities conducted on Town property.

The signature below holds the renter liable for all terms mentioned above. Be it further noted that that with the below signature the Renter agrees that if any portion of this contract is breached the Town of Kaukauna reserves the right to prohibit the Renter from subsequently renting the Town hall for a period of five (5) years from the most recent rental date.

DATED THIS _____ DAY OF _____, 20_____.

RENTERS PRINTED NAME _____

ADDRESS _____ PHONE _____

NUMBER _____ EMAIL _____

ADDRESS _____

RENTERS SIGNATURE _____

*****This section is office use only*****				
Rental Fee		Security Deposit		Date Returned
Cash		Cash		
		Check No.		
Check No.		Check Shred/return?		
		Key No.		
Date Received		Date Received		