

Emmet Town Hall Rental Rules

Reservations:

- Reservations may be made by phone or email.
- A completed rental application, rental fee, and security deposit must be received before the reservation is confirmed.
- The hall must be cleaned and vacated by 12:00 a.m. (midnight) on the day of the rental.

Rental Period:

- No early set up is permitted.
- Each reservation date is considered one rental day.

General Rules:

- Smoking, underage drinking or illegal drugs are prohibited.
- No items or services may be sold, solicited or exhibited during the event.
- Tents larger than a standard tailgate tent are not permitted. Permitted tent locations are:
 - Near the main entrance to the hall, or
 - South of the parking lot behind the dumpsters.
- The renter is responsible for maintaining order and controlling noise throughout the event.
- Exterior doors must remain closed. Heating and air conditioning systems operate year-round.
- Do not plug multiple appliances in the same outlet, as this may overload the circuit.

Decorations:

- Decorations may only be attached using removable tape or string.
- All decorations and hanging materials must be removed before leaving.
- Do not attach anything to the ceiling, walls, tables, chairs, or countertops that could cause damage.

Tables and Chairs:

- Clean and return all tables to the storage carts in the kitchen.
- Do not slide tables across the floor. Please lift and carry them.
- Stack chairs in the northeast corner of the hall/kitchen area.
- Do not stack more than six chairs high.
- Use the chair mover whenever possible to prevent floor damage.

Cleaning before leaving:

- Wipe down all tables, countertops, and the stove.
- Remove all food and personal items from the refrigerator.
- Sweep or mop any spills, dirt, or salt tracked into the building. A mop and bucket are located behind the refrigerator. Use a small amount of cleaner under the sink if needed.

- Remove all garbage and recyclables and place them in the lean-to of the recycling center shed.
- Extra trash liners are available in the kitchen drawers.

Keys:

- Contact the Town Clerk 3-5 days prior to your event to arrange key pick up.
- When unlocking the front door, insert the key, turn left, and pull the handle.
- To keep the door unlocked during your event, push down the latch bolt and turn the key to the right.
- Before leaving, return the latch bolt to the locked position by turning the key to the left and lock the door.
- Leave the key on the kitchen counter before exiting through the front door, ensuring the door locks behind you.
- If you accidentally leave with the key, contact the Town Clerk at 920-261-1611.

Cancellations:

- Security deposits are not refunded for cancellations made within two weeks of the rental date.

Emergencies:

- For maintenance emergencies during your rental, call 608-504-6539.

The Town of Emmet is to be held harmless and is not responsible for any accidents that occur on the property.