

Emmet Town Hall Rental Rules

1. Reservations can be made by phone or email. The completed rental form, rental fee and security deposit must be received one month prior to rental. The hall is to be cleaned and vacated by 12:00 Midnight on the day of the rental.
2. **No “early set up” is allowed. The reservation date counts as one day.**
3. No smoking is permitted in the hall.
4. Underage drinking is not allowed on the property.
5. No illegal drugs are allowed on the property.
6. **The applicant is held responsible for the preservation of order and noise control.**
7. **No items or services shall be sold, solicited or exhibited during the event.**
8. **No tent(s) larger than a “tailgate” tent/shade tent is to be erected on the premises. Areas allowed for tent use are: the area immediately to the entrance of the hall or the area south of the parking lot, behind the dumpsters.**
9. **The hall doors must remain closed at all times. The hall does have Air Conditioning.**
10. Do not plug in more than one appliance per outlet box, or an overload may occur.
11. All tables are to be thoroughly wiped down and returned to the storage carts in the kitchen. Do not slide tables on the floor. Please carry and place them in the storage cart.
12. Chairs are to be stacked in the northwest corner of the hall. Chairs **are not** to be stacked higher than 6 chairs per stack. To prevent marks on the floor, use the chair mover to assist with moving chairs.
13. Garbage and recyclables from the kitchen and bathrooms should be removed and placed in lean-to next to the recycle building (large shed) outside. Please tie trash bags and loosely tie recycle bags. Dumpsters are locked. Extra trash liners are available in the kitchen cabinet.
14. The kitchen should be left clean. The stove and countertops are to be wiped, and all items are to be removed from the refrigerator.
15. A mop and pail is located behind the refrigerator to clean up any spills or debris on the floors.
16. Decorations are only to be hung using removable tape or string. All decorations and hanging materials must be removed. This includes materials on ceiling, walls, tabletops, **chairs** and undersides of tables.
17. **Contact the Town Clerk to make arrangements to pick up a key 3-5 days prior to the event.**
18. Both doors should be locked upon leaving. The key must be returned within 24 hours of the rental, see Clerk for details.
19. Deposit will not be refunded if rental is cancelled within two weeks of rental date.

In case of maintenance problems during the rental, the maintenance supervisor's phone number is 920-285-3459 or 920-988-4017

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