**Town of Greenfield**

Monroe County

11575 Fisher Road

Tomah, WI 54660

(608) 372-1814

TOWN HALL RENTAL PROCEDURE AND AGREEMENT

The Town of Greenfield Hall is available for rent on a daily basis by residents of the Town of Greenfield only. The Town of Greenfield Board has priority over all other activities held in the Hall, and does have the right to preempt any meeting, social or gathering that may have been scheduled, if the Hall is needed for Township business.

**RENTAL PROCESS**: Contact the Township Clerk for availability. You must provide: Purpose of rental, name of contact person, telephone number, date and time being requested. We will let you know if hall is available and your hall reservation will be placed on our “hall rental calendar” to save that day for your event.

**COST OF RENTAL**: To receive a key to the Hall, (separate from the rental cost) a damage security deposit of $100.00 is required. This will be returned after you use the Hall and return the key assuming **Responsibility of the Renter** rules have been followed so that you can receive your full deposit back. The fee to rent the Hall (Hall usage fee) is $75.00. **Please write two separate checks**, one for the security deposit ($100) and another for the actual rental ($75). We will hold the $100 check and return it after your event, assuming hall is left in good order.

**RESPONSIBILITY OF RENTER**: It is your responsibility to leave the Hall in a clean and orderly condition. This includes: sweeping and/or mopping the floors, (main hall, bathrooms and kitchen), wiping off all tables and counter, removing all decorations (inside and outside of the building), picking up all litter and removing your garbage (**you must take your garbage and not leave at the hall**). Please note how chairs are set around tables and replace them appropriately around tables.

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RENTAL CONTRACT

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PURPOSE OF RENTAL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF RENTAL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON (sign/date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TELEPHONE NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOWN HALL CONTACT

Clerk: Kathy Von Haden

(608) 372-1814