

TOWN OF PLOVER, MARATHON COUNTY

HALL RENTAL AGREEMENT

DATE _____

RENTER'S NAME _____

ADDRESS _____

TELEPHONE _____

PURPOSE OF RENTAL _____

DATES OF RENTAL _____

RENTAL FEE PER DAY \$50.00 AMOUNT DUE _____

RENTAL CHECK RECEIVED _____

DEPOSIT CHECK \$50.00 _____

DEPOSIT CHECK RETURNED _____ NOT RETURNED _____

EXPLANATION _____

I HAVE BEEN GIVEN A COPY OF THE PLOVER TOWN HALL RENTAL POLICY
AND I AGREE TO ABIDE BY THE POLICY AND THE STANDARDS OF PRACTICE.
I FURTHER AGREE TO ASSUME ALL RESPONSIBILITY FOR THE PROPER BEHAVIOR
AND CONDUCT OF PEOPLE PRESENT DURING THE RENTAL PERIOD.

RENTER'S SIGNATURE _____

TREASURER'S SIGNATURE _____

KEY RETURNED _____

TOWN OF PLOVER
MARATHON COUNTY

SUBJECT: TOWN HALL RENTAL
APPROVED BY: PLOVER TOWN BOARD
DATE: JULY 13, 1993

POLICY: THE PLOVER TOWN HALL CAN BE RENTED BY ANY ADULT RESIDENT OF THE TOWN OF PLOVER, MARATHON COUNTY WITH THE APPROVAL OF THE TOWN BOARD.

STANDARDS OF PRACTICE:

1. RENTAL AGREEMENTS WILL BE MADE THROUGH THE TOWN TREASURER.
2. A RENTAL CHECK FOR \$50.00 PER DAY, PLUS A DEPOSIT CHECK FOR \$50.00 WILL BE MADE OUT TO: TREASURER, TOWN OF PLOVER. DEPOSIT CHECK WILL BE RETURNED TO THE RENTER WHEN THE HALL HAS BEEN CHECKED AND THERE IS NO DAMAGE.
3. CAPACITY OF NO MORE THAN 50 PERSONS ALLOWED AND NO TENTS PERMITTED ON TOWN HALL GROUNDS.
4. SERVICE CLUB SUCH AS THE 4-H, BOY SCOUTS, ETC. ARE PERMITTED USE OF THE HALL RENT FREE.
5. THE COST OF ANY DAMAGE INCURRED DURING THE RENTAL PERIOD, WILL BE PAID BY THE RENTER.
6. PLEASE TAKE DOWN ANY DECORATIONS USED, EMPTY ALL GARBAGE CANS, SWEEP FLOOR AND TAKE GARBAGE WITH YOU. IF ANY TOWELS OR DISH CLOTHS ARE USED, PLEASE LEAVE ON KITCHEN COUNTER TO BE WASHED.
7. TURN HEAT DOWN TO WHAT IT WAS SET AT WHEN YOU ARRIVED.

THANK YOU.