

GRAND CHUTE TOWN HALL TERMS OF RENTAL AGREEMENT

KEYS

Keys must be picked up within two days of the rental date. Office hours are 7:30-4:00 Monday – Friday. If the key is not picked up, and a Town employee is called to the premises to open the facilities, a charge of \$15.00 will be made against the security deposit. You are responsible for the key, and it must be returned to the Town Hall the next business day by 10:00 a.m. in order to have your security deposit returned. The key will only be given out to an adult 18 or older.

RESERVATION OF FACILITIES

Facilities may be reserved at the Town Hall by calling 832-1573. Office hours are 7:30 a.m. to 4:00 p.m., Monday through Friday. Reservations can be made one year in advance with a minimum 48-hour advance notice. **Reservations for usage are confirmed only when payment is made in full and a signed agreement is on file at the Town Hall.**

Rooms may be used for most meetings, group discussions, and receptions except the following: 1) Any purpose which interferes with or disrupts the regular operation of the Town; 2) Programs involving the sale, advertising, solicitation or promotion of products, services, or memberships; **3) Usage will not be granted more than once per month for the same function or group;** 4) The Town reserves the right to deny any request. Repeated violations of agreement or excessive damage to the facility may be cause for future denial.

CANCELLATION

Notice to cancel a reservation must be given in a timely manner. Failure to do this will result in being charged at the following rate:

- a. **2 weeks in advance, refund 50% of paid rental**
- b. **Less than 2 weeks, refund 0% of paid rental**

RENTAL TIME

Community Room is rented for the entire day. Closing time is **11:00 p.m.** which includes take down, clean up, and vacation of the premises.

CLEANING

All cleaning is to be done immediately after the conclusion of an event. Failure to clean adequately will result in the forfeiture of the security deposit plus \$100.00 per hour for needed Facility Cleaning. Please refer to regulations posted in the Community Room Kitchen.

All garbage must be placed in the containers provided. GRAND CHUTE RECYCLES! Please place recyclables in the appropriate containers. All decorations must be removed at the conclusion of the event.

No decorating is allowed prior to your rental time and date. The Town of Grand Chute will not permit affixing anything to the walls or ceilings with staples, nails, tape, or other fasteners. The Town of Grand Chute will not accept responsibility for special cakes or decorations brought into the facility. Any items or decorations you wish to retain must be removed prior to closing the facility at the end of your event. **Nail or tack holes will be charged at \$10 each.

SECURITY/SAFETY

All groups using the Community Room are responsible for the contents and security of the building. Opening and closing the building securely will avoid cost of damages to the user from vandalism. **Use of candles or any flammable type material is prohibited in the buildings or on the grounds.** The person responsible for renting the room should acquaint all attendees with the fire exits. Dial 911 in case of an emergency or fire, or use the phone in the Vestibule to connect to the County Dispatch Center.

SMOKING

Smoking is strictly prohibited in the buildings.

ALCOHOL

The use, sale, distribution, or dispensing of any alcohol beverage is strictly **prohibited**.

TOWN OF GRAND CHUTE ORGANIZATIONS

Town charitable, civic, and service groups are welcome to use the rooms for club functions at no charge. A Town Hall Rental Permit must be completed at the Town Administration Office to detail the days and times of the use for the year. Terms of Rental and Clean Up requirements are to be followed. Meetings and special functions of the Town may pre-empt use of the building.

EQUIPMENT

The Lessee is responsible for set up and take down of tables, chairs, and other equipment.

The room being rented shall be left in the same arrangement as it was found. Tables, chairs, and other equipment are not to be removed from the buildings.

Audio Equipment: Is not included with this rental. Lessee must use own equipment.

Hold Harmless Clause: Lessees shall indemnify, defend, and hold harmless the Lessor from any and all damage, or loss or liability of any kind whatsoever occasioned upon and or within the leased premises (as described in the lease agreement or as permitted for use by oral or other agreement), or ways or walks or concourse adjacent thereto, by reason of any injury to property or persons occasioned by any, omission, neglect, or wrongdoing of the Lessee or any of his, her, and or its officers, agents, representatives, assigns, guests, employees, invites, or other person admitted by the Lessee to the premises, and the Lessee will, at his or her and or its own cost and expense, defend and protect the Lessor against any and all such claims or demands, also including reimbursement to Lessor of any attorney's fees in connection herewith. The Lessee further agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods.

HOLIDAYS

The Town of Grand Chute does not rent the Community Room on Holidays.

**GRAND CHUTE TOWN HALL RENTAL PERMIT
COMMUNITY ROOM**

RENTAL PERMIT

The keys must be picked up by 4:00 pm on the last work day before the rental

Lessee or Group Name _____

Address _____

City _____ Telephone _____

Day/Date of Event _____ Time from _____ to _____

Purpose _____ Attendance number _____

Person Responsible for Key _____

ID Provided _____ (Must be 18 years or older to rent facility)

| | | | |
|----------------|-------------------------------|-------------------------------------|----------------------------------|
| Community Room | <u>Capacity</u> approx. 30 | <u>Fee</u> \$150 <i>plus tax</i> | <u>Security Deposit</u> \$100 |
|----------------|-------------------------------|-------------------------------------|----------------------------------|

Tables and chairs are in the Community Room. Extra chairs and tables are provided in the closet off the kitchen.

Lessee will be charged 5% sales tax in addition to the rental charge unless a Certificate of Exempt Status is applicable and provided at time of application.

The Lessee is responsible for set up and take down of tables, chairs, and other equipment.

ADDITIONAL INFORMATION OR COMMENTS:
