

CONDITIONS OF AGREEMENT FOR RENTAL OF THE TOWN OF HOWARD HALL

www.chip-howard-wi.org

1. THE COST FOR YOUR EVENT IS \$150.00 DUE THE DATE THAT THE CONTRACT IS SIGNED. YOU DO NOT HAVE TO BE A TOWN RESIDENT TO RENT THE TOWN HALL.
2. A RESERVATION CANCELLED LESS THAN 30 DAYS PRIOR TO THE EVENT DATE SHALL RESULT IN THE FOLLOWING:
 - A. THE FORFEITURE OF THE RENTAL FEE, HOWEVER
 - B. IF THE HALL CAN BE RERENTED FOR THE DATE IN QUESTION WE WILL REFUND THE FOLLOWING AMOUNT, \$100.00
3. THE PERSON(S) RENTING THE HALL SHALL BE RESPONSIBLE FOR THE COST OF ALL DAMAGES CAUSED DURING THE RENTERS USE OF THE HALL.
4. THE RENTER(S) AGREES TO HOLD HARMLESS THE TOWN OF HOWARD FOR ANY AND ALL LIABILITY ARISING FROM ANY INJURY WHILE USING THE TOWN HALL FOR THE EVENT.
5. THE RENTER AGREES TO APPLY FOR AN ALCOHOL LICENSE IF REQUIRED. AN ALCOHOL LICENSE IS REQUIRED IF A DIRECT OR INDIRECT CHARGE IS MADE FOR AN ALCOHOLIC DRINK OR IF THE EVENT IS OPEN TO THE PUBLIC AND ALCOHOL IS SERVED.

RENTAL HALL WILL INCLUDE

1. USE OF THE HALL AND PARKING LOT, EXCEPT THERE WILL BE **NO PARKING** IN FRONT OF THE FIRE STATION. PARKING IN FRONT OF THE FIRE STATION WILL RESULT IN AN ADDITIONAL CHARGE OF \$250.00 PLUS THE COST OF REMOVING THE VEHICLE IF ANY.
2. USE OF KITCHEN FACILITIES. TOWELS NOT INCLUDED.

FURTHER CONDITIONS OF RENTAL

1. NAILS/STAPLES/TAPE CANNOT BE USED ON WALLS AND CEILINGS
2. TAPE MAY BE USED ON THE TABLES, BUT MUST BE COMPLETELY REMOVED BY THE RENTER.
3. ALL ITEMS BROUGHT IN TO THE HALL MUST BE REMOVED BY THE RENTERS BY 11 A.M. THE FOLLOWING DAY.
4. ALL RECYCLABLES AND CARDBOARD ARE THE RESPONSIBILITY OF THE RENTERS AND MUST BE REMOVED FROM THE PREMISES.
5. THE HALL SHALL BE CLEANED BY 11 AM OF THE FOLLOWING DAY OR A CLEANING FEE OF \$100.00 WILL BE CHARGED TO RENTER FOR CLEANING OF HALL.

COORDINATOR - **Diane Hayes 715-874-6145**
8505 40th St., COLFAX, WI 54730
dmhayes@wwt.net

TOWN OF HOWARD HALL RENTAL CONTRACT

4052 Cty. Hwy. B Colfax corner of B and 40 www.chip-howard-wi.org

RENTER _____ PHONE _____

ADDRESS _____

EMAIL _____

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FUNCTION DATE _____ TIME _____ RENTAL DATE _____

TOTAL RENTAL FEE \$ _____

BALANCE OF RENTAL FEE DUE \$ _____

BALANCE OF RENTAL FEE PAID \$ _____

DATE _____

THE UNDERSIGNED RENTER AGREES TO BE RESPONSIBLE FOR THE COST OR THE REPAIR OF DAMAGED EQUIPMENT AND OR THE PREMISES CAUSED DURING THE RENTAL PERIOD. THE UNDERSIGNED HAS READ AND COMPLETELY AGREES WITH ALL CONDITIONS ATTACHED HERETO.

SIGNATURE _____ DATE _____

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Contact Diane Hayes 1 week before the function.

RENTER SIGNATURE _____ DATE _____

COORDINATOR _____ DATE _____

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MAKE CHECK PAYABLE TO THE TOWN OF HOWARD