

Town of Hiles

Town Hall Rental Contract Agreement

I, (we) the undersigned, as contact person(s) for the group using the Hiles Town Building understand and agree that the town shall bear no liability risk as the result of such use by this group and guests. We, the undersigned, also understand that we may purchase insurance to cover any risk injury and liability. Further, we, the undersigned, also acknowledge that we are responsible for the facility maintenance immediately before, during and immediately after the event. No sale of alcoholic beverages is permitted without a license, and no illegal activity will occur at the site. FINALLY, we the undersigned, agree to defend against any such related claim(s) made against the town as a result of our group event. We also agree to notify the town immediately upon discovery of any known structural defect to the facility and/or equipment or injury to any person in attendance.

Date to be reserved: _____

Signed – Renter/Responsible Party

Today's Date

Address

Phone

Email

Town Official

Date

The date requested is not confirmed until this contract is signed and back in the hands of the Town Clerk/Chairman, along with the rental fee.

Call Town Office to reserve date. (715)784-1361

OR mail this contract and rental fee to:

**Town of Hiles
9193 N Main St.
Hiles, WI 54511**

Town of Hiles

TOWN HALL USE CONTRACT AND POLICY

The fees for the use of the Hiles Town Hall are as follows:

PRIVATE PARTIES:

1-49 PEOPLE \$50.00 \$25.00 returned upon board approval

49+ PEOPLE \$200.00 \$100.00 returned upon board approval

The rental fee will need to be paid at the time of reservation.

If the hall is found in satisfactory condition by the Town Board and the key is returned to the clerk, half of the fee will be refunded to you at the next town board meeting.

The following is a list of the town hall use policy:

1. NO SMOKING IN ANY PART OF THE BUILDING.
2. ALL LIGHTS AND APPLIANCES SHALL BE TURNED OFF
3. HEAT SHOULD BE TURNED DOWN TO (50-55 DEGREES)
4. FLOORS ARE TO BE SWEEPED AND MOPPED
5. ALL GARBAGE IS TO BE REMOVED FROM BUILDING AND PLACED IN DUMPSTER OUTSIDE KITCHEN DOOR. ALL RECYCLABLES SHOULD BE PLACED IN PROPER CONTAINERS.
IF DUMPSTER IS FULL YOU WILL NEED TO TAKE IT TO THE TRANSFER STATION
6. ALL TABLES AND CHAIRS TAKEN DOWN & PLACED IN CADDIES
7. NO TAPE, TACKS, STAPLES, OR NAILS TO BE USED ON WALLS OR CEILING THERE ARE HOOKS FOR USE ON THE CEILING AND TAPE CAN BE USED ON WINDOWS AND TRIM. **ALL DECORATIONS ARE TO BE REMOVED**
8. BUILDING IS TO BE LOCKED AND KEY RETURNED ASAP
9. REPORT ANY DAMAGE TO A TOWN OFFICIAL AS SOON AS POSSIBLE.
YOU WILL BE HELD RESPONSIBLE FOR THE COST OF REPAIRS OR REPLACEMENT OF ANY/ALL TOWN PROPERTY THAT IS DAMAGED
10. NO MINORS ARE TO BE SERVED ALCOHOLIC BEVERAGES OR ALLOWED TO TEND BAR AT ANY TIME.
11. ALL ACTIVITIES MUST END BY MIDNIGHT AND VACATED BY 1:30AM. ALL PERSONAL ITEMS MUST BE REMOVED AT TIME OF CLEAN UP. TOWN OF HILES IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS
12. **NO TOWN PROPERTY IS TO LEAVE THE BUILDING AT ANY TIME**