

Dupont Town Hall Rental Agreement

LANDLORDS: Town of Dupont, Waupaca County, Wisconsin

PREMISES: The Town Hall building: Town Hall Rd., Marion, and the surrounding Town land, except any areas marked off.

PURPOSE: The hall is available for social gatherings, or meetings of organizations that do not advocate overthrow of the democratic form of government, elected representative form of government (republican), or have any interest or action averse to the Town such as legal action or claim.

HOURS: The parties shall vacate the premises by 12:00 AM midnight.

FEE: \$90.00 for citizens and/or landowners in the Town of Dupont which includes a refundable \$40.00 deposit.

Non-citizens and/or landowners the fee is \$120.00 which includes a refundable \$50.00 deposit.

Non-Profits will be charged \$45.00 which includes a \$25.00 security deposit, unless approved otherwise by the Town Board.

The appropriate amount due is to be prepaid when picking up the key, and Security Deposit is refundable to any group, when the facility is left clean and undamaged after use.

The hall must be securely locked, lights turned off, garbage removed, and the key promptly returned to the designed Town Officer.

The Renter will be notified if all or part of the deposit is kept to cover clean up, repair, or damage replacement costs.

The contact person will be notified of any shortfall in the event cleanup or damage exceeds the deposit amount, and Renter is reliable for such deficit, (unless the damage or loss caused was due to an Act of God outside Renters control.)

The refund check will be mailed after the next Regular Monthly Meeting of the Town Board, following rental date. (Normally the 2nd Tuesday of the month).

DECORATIONS: Renter shall not affix any object by nailing, taping, screwing, bolting, or other means that will damage the building or its components in any way, either by weakening, marring, or negatively affecting the appearance thereof.

PARKING: Tenant shall park only in developed parking areas provided at the site. Parking shall not be harmful to vegetation or natural areas on site.

ALCOHOL, DRUGS: Only lawful use of fermented malt beverages and controlled substances is allowed on premises. No alcohol sales or exchanges for value are allowed without a license issued from the Town. Landlord accepts no responsibility for the effects of alcohol or other drug use by Renter, its members, guests or other attendees.

NO SMOKING is allowed inside the Town Hall. Ashes, butts and debris, must be removed by Renter.

Please, **DO NOT** drag chairs or tables across the floor. Furnishings (tables and chairs) should be returned to their original location.

ADMINISTRATION: The Town Board has authorized its Representative, Melissa Ahlers to execute this lease for the Landlord. If the Representative is uncertain whether the Renter fits within the permitted terms, or if the Renter wishes to appeal any decision, the Town Board shall rule on the issue at its nearest regularly scheduled meeting where the item is timely placed on the agenda. Both the Clerk and the Town Board have the right to demand full completion of an application form for a new or unknown group whose purpose is not clear.

BAD CHECK CHARGE: The Clerk shall add \$25.00 to any dishonored check. If a person has previously defaulted on payment, or lost the deposit due to cleanup or damage, no new rental shall be approved, until cash, cashier's check or postal money order securely pays all past debt.

WAIVER: Renter understands that use of Town Hall is at Renter's risk. Landlord does not provide consistent supervision, though a Town Officer may enter the premises to check the site as a condition of this lease, shortly before, or soon after an event. Condition of the premises is not guaranteed, and Renter is expected to provide maintenance during the event so as to prevent or correct any hazard that may arise.

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Name of Contact Person or Organization: _____

If Organization, in Existence since year: _____

Address: _____

Township citizen/landowner ____ Non-Citizen ____ Non-Profit ____

Phone: _____ Email: _____

Date and Time of Intended Use: _____

(Premises must be vacated by midnight on date of intended use)

Purpose of Rental: _____

Examples: wedding showers, reunions, anniversary, rummage sale, social gathering)

I/we understand this meeting place may not be used for any unauthorized or undisclosed purpose, and the deposit may be retained if the answers herein are found to be false or greatly misleading.

Signature of Contact person: _____

Print name of Contact person: _____

Date: _____

Deposit Amount: _____

Make checks payable to: Town of Dupont

(Citizen: \$90.00 * Non-Citizen: \$120.00 * Non-Profit \$45.00)

Security Deposit (subject to the terms of this agreement) will be mailed after the next Regular Board Meeting of the Town of Dupont.

(Meetings are normally held the second Tuesday of each month)