

TOWN OF BAYVIEW

AGREEMENT AND GUIDELINES FOR RENTAL OF TOWN HALL FOR RESIDENTS OF TOWN

Rent: \$50 per day

Dumpster: \$50

Deposit: \$50 (Refundable—see below)

By signing below, the renter agrees to all of the following:

- The renter is liable for any damages that may arise as a result of the event.
- Building and grounds must be cleaned within 24 hours after event. If the building and grounds are not cleaned, the town will hire a professional company to clean at renter's cost.
- Kitchen must be cleaned and returned to its original state. No kitchen items are to be removed from the kitchen area. **All tables must be wiped off and all spills mopped.** The mop is in the downstairs furnace room. Rags/bucket/cleaner are located in the cubbyhole door across from the downstairs bathrooms. Broom and dustpan are upstairs in the small closet in the hallway.
- If dumpster is requested, all garbage must be bagged and put in the dumpster by the garage; if dumpster is not requested, all garbage must be hauled away.
- Any damaged tables or chairs will be replaced by the Town at renter's expense.
- The telephone is at the Town hall for emergency purposes. Renter is liable for any long-distance phone calls made on the day of rental. Renter is liable for any damage done to the telephone.
- When decorating, tape is recommended. Do not use staples or tacks. Remove all tape from walls and ceiling.
- At the end of the event, tables and chairs must be replaced in the manner in which they were set up when renter arrived. If this is not done, you may not receive your deposit back.
- At the end of the day, it is renter's responsibility to secure the building. Close and latch all windows, shut off lights, and lock all doors.
- Event must end at or before tavern hours.

The Town of Bayview rents out the hall to you at a very reasonable price. All that is asked of you in return is to respect the hall like it is your home. Being responsible will allow you and others to use the hall for future events.

By signing below, renter agrees to pay for any damages that may arise as a result of event. If building and grounds are not cleaned, the town will hire a professional company to clean it at renter's cost. If any damages are not repaired or paid for, the cost will be assessed against renter's property tax bill.

Signature of Renter: _____ Date and Time of Event: _____

Phone: _____

Please write two separate checks—one for the rental fee (include an additional \$50 for dumpster if dumpster is requested) and one for the deposit—payable to the Town of Bayview. Your deposit check will be returned to you if there are no damages and the hall and grounds are cleaned after the event.

Please write your address for return of deposit: _____

You may wish to call the Town Clerk first to make sure the hall is available for your chosen date. To arrange to pick up the Town hall key, or if you have any questions, please call the Town Clerk. You are responsible for the key. Please mail this form and payment to the Town Clerk. You may wish to make a copy of this form for your own use.

Kim Suske, Clerk
Town of Bayview
PO Box 37
Washburn, WI 54891
715-373-5931

For internal use only:

___ Road supervisor notified
___ Hall left in good condition
___ Deposit money returned

Effective 08/10/2021