

Townsend Town Hall Use Fees

| <u>Type of activity</u> | | <u>Fee</u> | <u>Cleaning</u> |
|--|---|------------|-----------------|
| Wedding | Resident | \$ 75.00 | \$100.00 |
| | Non-Resident | \$ 175.00 | \$100.00 |
| Anniversary/Graduation/ Celebration of Life | Resident | \$ 75.00 | \$50.00 |
| | Non-Resident | \$150.00 | \$50.00 |
| Birthday/Shower/ Christmas Party | Resident | \$ 25.00 | \$25.00 |
| | Non-Resident | \$ 75.00 | \$25.00 |
| Club/Organization Fund-Raisers | Resident | \$ 25.00 | \$50.00 |
| | Non-Resident | \$ 50.00 | \$50.00 |
| Benefits | Resident | \$ 25.00 | \$25.00 |
| | Non-Residents | \$ 50.00 | \$50.00 |
| Business Meeting With Food | Resident | \$ 25.00 | \$25.00 |
| | Non-Resident | \$ 50.00 | \$50.00 |
| Business Meeting Government Meetings Non-Profit Crafts/Fairs | No fees are charged for these events, however, if the Hall is not left in a clean and orderly manner, user will be billed the cost of cleaning. | | |

Use of the Town Hall for “Profit Events” by private individuals is not permitted!!!

A check for the total of Hall Rental and Cleaning Fee must be deposited with the Treasurer, **within 2 weeks of booking the hall. Please include the contract form along with a check and mail to Townsend Clerk, P.O. Box 227, Townsend, WI 54175.**

Cancellations: A two week notice for cancellation of Hall use is required for a full refund of deposit or a \$25.00 booking fee will be charged.

Please make arrangements to pick up the key the Town Clerk at least 2 weeks before the event. You may contact them by calling the Town Hall @ (715)-276-6856
The key must be returned within 24 hours of use, unless arrangements were made otherwise. If key is not returned there will be a \$25.00 fee charge. The Cleaning Refund Check will be sent back if Hall is in order.

Contract for use of the Townsend Town Hall

NAME: _____

ADDRESS: _____

PHONE # () _____

DATE of EVENT _____ TIME OF DAY _____

ACTIVITY _____

FEE \$ _____ CLEANING FEE \$ _____ TOTAL \$ _____

The terms and provisions for use of the Townsend Town Hall

Pickup Key: Contact the Town Clerk to pickup the key 715-276-6856

Clean-up: The Cleaning Fee will be refunded if the Hall is left in a clean and orderly manner when checked by custodian. If not, the Cleaning will be kept to help pay the cost to clean Hall. Please **mop floors using cold water only, no detergent**. Tables and chairs should be wiped off and returned to appropriate carts. **All decorations, garbage, food and personal possessions should be removed from Hall**. All lights and fans should be turned off, all doors and windows locked.

Rules: Town Hall must be vacated by noon the day following the event, and no Town property shall be removed from the Hall. The key should be returned within 24 hours of the event unless arrangements are made ahead to return the key another day. **If key is not returned there will be a \$25.00 fee charge**. The person/organization renting the Hall will be responsible for all damage to the Hall or Town property resulting from the event or those attending the event. **Any holes made in black top must be patched**. The Town insurance does not cover private parties or events. Insurance for this event is the responsibility of the user.

I / WE _____ agree to all the terms and
Conditions stated for use of the Townsend Town Hall.

Date: _____