

Town of Deer Creek

Outagamie County
W9698 County Road F
Bear Creek, WI 54922 715-752-3071
– phone and fax

2019 Town Hall Rental Agreement

Rules and Regulations:

1. Only residents of the Town of Deer Creek can rent the town hall.
2. Hall rental fee will be paid two weeks before the event. If no rental fee is received, the hall will not be available for rent on the day it was requested.
3. The hall is available for renting between the hours of 10:00 am – 10:00 pm. All events must be wrapped up, the town hall cleaned and the town hall ready to lock up at 10:00 pm. The hall will be opened 2 hours in advance of the start of your event unless other arrangements need to be worked out. Exceptions can be made with the Board's approval.
4. Rental fee will be \$75.00. However, in the winter, if the parking lot needs to be plowed for your event, an additional \$45.00 will be charged.
5. The town hall will be cleaned for your event and the tables and chairs will be set up.
6. You can organize the tables and chairs however you would like. If you move the tables and chairs, please return them to their original locations before you leave.
7. You can use the refrigerator, oven and microwave for your event. However, when finished, make sure any spills or messes are cleaned up.
8. **Absolutely no decorations can be hung from the blinds or ceiling tiles. Taping things to the wall is also prohibited. Damage as a result of doing any of these will result in an additional fee being charged after your event.**
9. When your event is finished the following things **must be** done:
 - a. Wash all table tops and any chairs that might be dirty.
 - b. Clean bathroom countertops and kitchen countertops
 - c. Wipe up any messes in the refrigerator, microwave and stove if they were used.
 - d. Sweep the hall, kitchen and bathroom floors.
 - e. Mop the floor if there were spills or water tracked in from outside. Only use hot water to mop the floor.
 - f. Empty all garbage cans and put garbage in the dumpster.
 - g. Pick up all garbage that may be on the ground outside the building.

- h. Take recyclables home with you.
- i. Make sure back and side door are locked and all windows are closed and locked.
- j. Make sure all lights are off in bathroom, hall, kitchen and back rooms.

10. The Town of Deer Creek board will NOT ALLOW:

1. At any time liquor or beer to be sold on this premise unless it has been approved by the town board and a temporary liquor license has been secured.
2. DJ's or bands of any size or kind in the town hall unless it is for a Town Board approved event.
3. Smoking inside the hall. All smoking will be done outside with cigarette butts placed in the container near the door.
4. The town hall to be rented for New Year's Eve parties.

11. The town board reserves the right to change the rental fee at any time.

12. Failure to follow the rules and regulations in this agreement will result in an additional fee to be charged.

The Town Hall has the following items that are available for your use:

1. Tables and chairs for 75 people.
2. Mops, brooms, garbage bags. The floor should only be cleaned with hot water.
3. Garbage cans and recycle bins
4. Toilet paper and hand towels for the bathroom, paper towel in the kitchen.
5. Dish clothes and towels, if you use these; please hang wet towels on the stove handle or refrigerator handle to dry.
6. There is a limited supply of silverware, serving utensils, bowls and plates. Feel free to use these items, but make sure they get washed and put back in the cupboards when done.
7. A 50-cup coffee maker, microwave, stove and refrigerator.
8. Horse shoe pits and horse shoes and space to play baseball and volleyball.

The Town Hall does not have the following items and we suggest you bring them if you need them:

1. Coffee carafes
2. Nescos
3. Table coverings
4. Baseball and volley ball equipment

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Rental Date: _____ **From time:** _____ **To Time:** _____

Type of event: _____

Name of Renter: _____ (Renter
must be a resident of the Town of Deer Creek)

Phone number: _____

Address of Renter:

Fees:

\$75.00 (Note: In the winter if the parking lot needs to be plowed for your event, an additional \$45.00 will be charged)

I, the renter of the Town of Deer Creek Town Hall, am a resident of the Town of Deer Creek. I agree, to the rules and regulations set by the Town of Deer Creek board for renting the town hall. My signature is my agreement to these rules and regulations and the following statements:

- I will be responsible for all damages to town property and for any items that are missing.
- No alcohol will be served to anyone under the age of 21.
- I will prohibit any smoking from occurring in the building.
- I will clean the building as specified in this agreement and guarantee the building will be in the same condition as when I arrived for our event.
- I agree that failure to abide by the rules and regulations set forth in this agreement will result in an additional fee being charged to me.

Signature of Renter

Date

Please mail page 3 of the signed rental agreement and a check made payable to the Town of Deer Creek to Marcia Pethke at W9952 County Road F, Bear Creek, WI 54922 two weeks prior to your event.