

# Town of Deer Creek

Outagamie County  
W9698 County Road F  
Bear Creek, WI 54922

## RULES FOR RENTAL OF DEER CREEK TOWN HALL

*Only residents of the Town of Deer Creek can rent the town hall*

1. The hall rental fee is \$100. A **security deposit of \$100** will be charged. (**Please send two separate checks or cash**, the security deposit will be returned following the inspection of the hall by a town official. Town official will determine the standard for cleanliness.)

2. **Rental dates are not confirmed until the rental agreement has been signed and rental fee, and security deposit is paid.**

*Make checks payable to: Town of Deer Creek*

3. If the parking lot needs to be plowed for your event an additional \$50 will be charged.
4. The hall is available for renting between the hours of 10:00 am – 10:00 pm. All events must be wrapped up and the town hall cleaned ready to be locked up by 10:00 pm.
5. 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.*
6. The town hall will be cleaned for your event and the tables and chairs will be set up.
7. 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.
8. You can use the refrigerator, oven and microwave for your event. However, when finished, make sure any spills or messes are cleaned up.
9. **Absolutely no decorations can be hung from the blinds or ceiling tiles. Taping things to the wall is also prohibited, no window paint. Damage as a result of doing any of these will result in forfeiture of the deposit. Any additional cost for damages will be the responsibility of the renter.**

10. When your event is finished the following things **must be** done:

Activity	Completed
All tables and chairs wiped clean a put back in original location	
Wipe bathroom and kitchen counter tops and sinks	
Wipe up any messes in the refrigerator, microwave, and stove if they were used	
Sweep hall, kitchen and bathroom floors	
Mop the floor is there were spills or water/dirt tracked in from outside. (Only use hot water to mop floors)	
Empty all garbage cans, pick up any garbage that may be on the ground outside and put garbage in the dumpster located outside of the building	
Take recyclables home with you	
Turn all lights off (kitchen, bathrooms, hall, back rooms and cleaning closet)	
Make sure all windows are closed and locked	
Personal belongings cleared out	
Make sure doors are locked and return rental key	

*Note: Cleaning supplies can be found in the closet to the left of the office*

**11. 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.

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

**13. Failure to follow the rules and regulations in this agreement will result in forfeiture of the security deposit. Any additional cost for damages will be the responsibility of the renter.**

**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.
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.

**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

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## Town Hall Rental Agreement

**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:**

\$100 rental fee

\$100 security deposit

(Note: In the winter if the parking lot needs to be plowed for your event, an additional \$50.00 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 forfeiture of my security deposit and/or additional fees being charged to me.

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Signature of Renter

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Date

**Please mail page 3 of the signed rental agreement and a check made payable to the Town of Deer Creek to:**  
*Town of Deer Creek, W9698 County Road F, Bear Creek, WI 54922*

*Rental date is not confirmed until agreement and fees are received*