

TOWN OF SEYMOUR

6500 TOWER DRIVE
EAU CLAIRE, WISCONSIN 54703
715.834.4999 OFFICE; 715.834.3687 FAX
www.townofseymour.org

HALL RENTAL CONTRACT

OFFICE HOURS 9:00 A.M TO 1:00 P.M.
MONDAY THRU FRIDAY

THE SEYMOUR TOWN HALL WILL BE RENTED TO SEYMOUR RESIDENTS FOR \$250 **PER DAY** AND TO NON-RESIDENTS, BUSINESSES AND ORGANIZATIONS FOR \$300 **PER DAY**. IN ADDITION, A DEPOSIT OF \$150 WILL BE REQUIRED UPON SIGNING THE CONTRACT. THIS DEPOSIT MAY BE FORFEITED IN PART OR TOTAL FOR ANY PROPERTY DAMAGE OR FAILURE TO COMPLY WITH THE CLEANUP TERMS OF THIS CONTRACT. IF DAMAGE EXCEEDS DEPOSIT, THE RENTER WILL BE BILLED FOR THE DIFFERENCE. ALL OF THE DEPOSIT WILL BE FORFEITED FOR CANCELLATIONS LESS THAN ONE MONTH OF RENTAL DATE. FIFTY DOLLARS (\$50) OF THE DEPOSIT WILL BE FORFEITED FOR ALL OTHER CANCELLATIONS.

NO RESERVATION DATE WILL BE CONFIRMED FOR RENTAL OF THE HALL AND ITS FACILITIES UNTIL THE FOLLOWING CONTRACT IS SIGNED AND THE REQUIRED DEPOSITS ARE RECEIVED. DEPOSITS WILL BE REFUNDED WHEN THE TERMS OF THIS CONTRACT ARE FULFILLED. FORFEITURE OF DEPOSIT MAY BE APPEALED TO THE TOWN BOARD.

KITCHEN FACILITIES: **NO PREPARATION OF FOOD BY CATERERS ON THE PREMISES**. KITCHEN FACILITIES ARE TO BE USED FOR PREPARATION BY THE RENTERS ONLY, OR FOR **WARMING** FOOD BY CATERERS.

AFTER USING THE HALL, THE GENERAL APPEARANCE SHOULD BE THE SAME AS PRIOR TO RENTAL. **CLEANUP OPERATIONS ARE TO BE COMPLETED BY NOON OF FOLLOWING DAY**. IF CLEANING IS NOT COMPLETED AS SPECIFIED IN THIS CONTRACT, IT WILL BE DONE BY A TOWN EMPLOYEE AT THE **MINIMUM** RATE OF \$25 PER HOUR AND THE AMOUNT WILL BE DEDUCTED FROM THE DEPOSIT AND DIFFERENCE, IF ANY, WILL BE BILLED. IF INTERESTED IN MAKING ARRANGEMENTS FOR CLEANING HALL BEFORE EVENT, PLEASE CONTACT OFFICE FOR DETAILS.

THINGS TO BE DONE BEFORE AND AFTER EVENT:

KEYS FOR HALL: TO BE PICKED UP AT THE OFFICE BETWEEN **9:00 A.M. AND 1:00 P.M. MON - FRI**

ARRANGEMENTS CAN BE MADE TO DECORATE THE DAY BEFORE EVENT BETWEEN THE HOURS OF 12:00P.M. AND 8:00P.M., HOWEVER, KEEP IN MIND THE TOWN OFFICE IS OPEN FOR BUSINESS UNTIL 1P.M. THE HALL IS **NOT** TO BE USED FOR ANY OTHER PURPOSE DURING THIS TIME.

OFTEN TIMES, THE PEOPLE DOING THE SETTING UP AND DECORATING ARE NOT THE SAME PEOPLE DOING THE CLEANUP. PLEASE INFORM YOUR CLEANUP PEOPLE HOW THINGS ARE TO BE CLEANED AND PUT AWAY. YOU ARE RESPONSIBLE TO INFORM THEM OF THE PROPER PROCEDURES.

YOU ARE TO PROVIDE ALL CLEANING SUPPLIES IE: TOWELS, PAPER TOWELS, AND TRASH BAGS ETC. WE ONLY PROVIDE PAIL, MOP AND BROOMS.

1. CHECK TABLES - IF BROKEN PLEASE LET US KNOW BEFORE EVENT
2. PLACE RECYCLABLES IN PROPER CONTAINERS
3. WIPE CLEAN AND STACK ALL TABLES AND CHAIRS (EXACTLY AS YOU FOUND THEM)
4. WASH AND PUT AWAY ALL DISHES AND UTENSILS
5. CLEAN ALL BATHROOMS, SINKS, COUNTERTOPS, ETC.
6. SWEEP AND DAMP MOP ALL FLOORS, **empty mop pail outside across the parking lot on the north side of the building by fuel tank. Please do not dump dirty water in sinks or toilets.**

- 7. BAG AND TIE ALL GARBAGE AND PLACE IN DUMPSTER NEXT TO THE HALL.
- 8. TURN OUT ALL LIGHTS, TURN OFF APPLIANCES AND FANS
- 9. WINDOWS - MAKE SURE THEY ARE LOCKED
- 10. LOCK DOORS AND RETURN KEYS
- 11. REPORT ANY DAMAGE TO THE CLERK OR TOWN BOARD MEMBER
- 12. WALLS AND CEILING TILES ARE NOT TO BE DISTURBED BY TAPE, WIRES, NAILS ETC
- 13. NO SITTING ON TABLES - THEY ARE INSPECTED AFTER EACH RENTAL, DAMAGED WILL BE BILLED TO YOU.
- 14. NO OVERNIGHT PARKING OF CAMPERS
- 15. BEER WAGON TO BE PARKED ON NORTH SIDE OF BUILDING
- 16. NO TENTS
- 17. TOWN HALL PERSONAL PROPERTY TO STAY INSIDE OF BUILDING
- 18. *CLOSING TIME IS 2:00 A.M.*

IN CASE OF DAMAGE, ELECTRICAL MALFUNCTION, ETC. CONTACT:

KERRY PARKER 715.861.1335
 DOUG KRANIG 715.877.2899
 JOHN OXLEY 715.834.7738

**THE TOWN OF SEYMOUR IS NOT RESPONSIBLE FOR ANY
 APPLIANCES, SUPPLIES OR ARTICLES LEFT ON THE PREMISES.
 THE RENTERS ARE RESPONSIBLE FOR THE TERMS OF THIS AGREEMENT**

PLEASE FILL IN THE BOTTOM PORTION AND RETURN WITH DEPOSIT

I HAVE READ THE CONTRACT FOR RENTING THE SEYMOUR TOWN HALL AGREEMENT AND WILL ABIDE BY ALL RULES SET FORTH IN THIS CONTRACT.

RENTERS SIGNATURE _____

RENTERS NAME PRINTED _____

RENTERS ADDRESS _____

CITY, STATE & ZIP CODE _____

RENTERS PHONE NO. _____

TYPE OF SOCIAL EVENT _____

HALL RENTAL DATE _____

RETURN DEPOSIT TO (CORRECT LAST NAME AND ADDRESS IF DIFFERENT FROM ABOVE):
