

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 **\$300 PER DAY** AND TO NON-RESIDENTS, BUSINESSES AND ORGANIZATIONS FOR **\$400 PER DAY**. **Rent is to be paid in cash unless paid in full two weeks prior to your event.** Rental rate for entire weekend use will be \$550 for resident and \$700 for non resident. *(TOWN OF SEYMOUR RESIDENTS MAY NOT RENT THE BUILDING FOR A NON RESIDENT'S USE IN ORDER TO GET THE REDUCED RATE.)* 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. SEVENTY FIVE DOLLARS (\$75) 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 THIS 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 ON SUNDAY** (if renting the hall for a Saturday event) **or BY 9:00 am ON MONDAY** (if renting the hall for a weekend or Sunday event). IF CLEANING IS NOT COMPLETED AS SPECIFIED IN THIS CONTRACT, IT WILL BE DONE BY A TOWN EMPLOYEE AT THE **MINIMUM** RATE OF **\$35** PER HOUR AND THE AMOUNT WILL BE DEDUCTED FROM THE DEPOSIT AND THE DIFFERENCE, IF ANY, WILL BE BILLED. IF INTERESTED IN MAKING ARRANGEMENTS FOR CLEANING HALL BEFORE EVENT, PLEASE CONTACT OFFICE FOR DETAILS.

FOR GROUPS EXCEEDING 300 GUESTS OR FOR EVENTS COVERING MORE THAN ONE DAY, THE RENTER WILL BE REQUIRED TO PROVIDE PORTA POTTIES AND AN ADDITIONAL DUMPSTER. IF A SEPARATE DUMSTER IS NOT SECURED AND THE GARBAGE FROM THE EVENT EXCEEDS THE CAPACITY OF THE TOWN'S DUMPSTER, THE DEPOSIT WILL NOT BE RETURNED. THE PORTA POTTIES AND THE DUMPSTER MUST BE REMOVED WITHIN 48 HOURS AFTER THE EVENT.

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

Keys will not be provided until rental payment and deposit have been paid in full. If the event will require a Porta Pottie as per the above paragraph, documentation that this has been secured will also need to be provided at the time the keys are picked up.

ARRANGEMENTS CAN BE MADE TO DECORATE THE DAY BEFORE THE EVENT BETWEEN THE HOURS OF 1:00 P.M. AND 8:00P.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.

CLEANING REQUIREMENTS

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 southeast 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. This includes the garbage from the boxes on the wall in the womens bathroom.
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. _____

RENTERS DRIVERS LICENSE # _____

RENTERS EMAIL _____

TYPE OF SOCIAL EVENT _____

ESTIMATE # OF ATTENDEES _____

HALL RENTAL DATE _____

OFFICE USE ONLY

Deposit Paid - \$150__ Date _____

Rent Paid Resident \$300__ Date _____

Non-Resident \$400__ Date _____

Website Complete _____

Calendars Complete _____

Clean Up / Damages _____

Initials _____

Deposit Ret. Amount _____ Date _____