

**Town Wilson Hall
5933 South Business Drive
208-2390**

Rental Agreement with Procedures and Regulations

1. Town Hall rental includes the building, parking area and grounds adjacent to the parking lot. Private property surrounding Town Hall and across the street is not included in the grounds area. **Parking is available on the Town of Wilson parking lot only.**
2. Town Hall rental and key arrangements are to be made with the Town Office (208-2390) **who will also collect rental fees and security deposits.**
3. Town Hall rental and key arrangements are to be made by person **21 years of age or older who signs the rental agreement and is responsible for the Hall throughout the rental period.**
4. **No beer or alcohol is allowed on the Town Hall premises, including parking lot and grounds for public events.**
5. Rental capacity is limited to **total of 200 persons** on the premises.
6. **Rental fees effective October 1, 2007 are:**

Entire building: \$ 200.00 (Due week of function), PLUS SECURITY DEPOSIT OF \$750 (due at signing of agreement/submission for approval).

Groups of 25 or less/Basketball/Volleyball

\$15 per hour 1st hour-\$25 for 2 hours (Memorial Day-Labor Day)

\$20 per hour 1st hour-\$35 for 2 hours (Labor Day-Memorial Day)

Checks are to be made payable to the Town of Wilson.

The security deposit may be forfeited if repairs are necessary, if water is left running, the lights are left on after you have left the premises, if maintenance staff must do additional clean-up outside or inside the building, or if any other rule or regulation for rental is violated. The rental rates are at a minimum and do not include monies for utilities when the building is not used, for repairs, or for additional clean-up costs. Therefore, forfeiture fees in the amount of \$25.00 per day for lights and \$35.00 per day for water will be assessed for these utilities being left on after you have finished renting. These forfeiture fees will be deducted from your deposit, as will any charges for interior or exterior clean-up, or for repairs.

Security Deposit Refunds will be issued and mailed back to the lessee after Town Board approval at their next meeting of the month.

7. **Youth groups and church groups from within the township** are allowed use of the building for meetings and non- fund raising events.
 - a. **An adult representative must sign the lease form-stating acceptance of responsibility for use.**
 - b. Paid "**entire building rental**" use by another party supersedes youth or church group use.
8. A security deposit will not be required of 'by-the-hour' renters but an individual must file an annual form-stating acceptance of responsibility for use. Renters may be requested to pre-pay or a \$20 reservation fee may be charged if cancellation occurs or clean up is necessary.
9. **No admission fee shall be collected by the User group for any activity. Organizations using the Town Hall for public events are required to contract for and have present**

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throughout the event a sworn law enforcement officer or a person who is licensed by the State of Wisconsin under sec. 440.26 Wis. Stats., as a private detective, investigator or security person. Those wishing to rent the hall for a public event will need to submit a request to the Town Board if they wish to have this requirement waived.

10. Any law enforcement officer and any employee or official of the Town of Wilson has the right to enter the rented premises at any time.
11. The Town of Wilson does not provide any kitchen other than stove, microwave and refrigerator with freezer compartment. Tables and chairs are provided on both levels. **If tables and chairs are moved from floor to floor they must be returned to their original location. You will be charged \$50.00 per hour per person for our maintenance staff to do this or to provide any other clean-up required to restore the building, equipment and furnishings.**
12. Decorations inside and out must be of **non-flammable materials. No thumbtacks or nails can be used to secure decorations to walls or ceiling.**
13. **Renters/users are responsible for total clean up and closing of the building.**
 - a. **Outside grounds and parking area must be free of debris and litter.**
 - b. **Brooms, dust mops, wet mops and pail, dustpans and garbage containers are provided.**
 - c. **Windows and doors must be closed.**
 - d. **ALL Lights must be turned off.**
 - e. **Water must be turned off in restrooms and kitchen area.**
 - f. **Keys are to be left in the drop box at the Town Office (across the parking lot-east of door)**
 - g. **Clean up must be completed no later than 10:00 a.m. of the day following rental.**
 - h. **Turn off furnace between anytime Memorial Day and Labor Day (see 15 below).**
14. Any food and beverage must be served, and remain, in the lower level of the Town Hall.
15. **There is no smoking allowed in the Town Hall. No animals are allowed in the Town Hall or on adjacent grounds with the exception of service animals.**
16. **There are no tap shoes, roller blades, skates, skate boards or other similar type equipment allowed on the entire premises.**
17. Heat is turned on by flipping the appropriate switch (upper level or lower level) in the furnace room of the basement from **unoccupied** to **occupied**. **DO NOT** switch any other switches. If you turn the heat on when you arrive, be sure to turn it off when you leave. Furnace room is located on the lower level, door in the far right-south corner, once inside open the first door to the left and the switches are located on the left wall. **If heat is not switched back to “unoccupied” status after hall rental is complete, a forfeiture fee of \$75.00 per day will be charged.**
18. **All garbage must be removed from the premises and taken with you after the rental.**
19. The Town Wilson Hall key can be picked up at the Town Office on Monday through Thursday between the hours of 8:30 a.m. and 12:30 p.m. and 1:00 p.m. and 4:30 p.m. and on Friday between the hours of 8:30 a.m. and 12:00 p.m. Generally the key is available 24 to 36 hours before the hall is rented. Please call the Office to find out when the key will be available for pickup. (920) 208-2390.

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The standard key will open the Town Hall front door; the second or wrench type key is for the latch release bar on the inside of the door. **The bar must be pushed in and secured with the key or the door will automatically lock when closed.**

- Entryway light switches are to the left (north) of the doors as you enter.
- Light switches for the upper floor are located on the left hand (north) side of the stage - through the door and immediately to the right.
- Stage lights are located in the hallway behind the stage
- Light switches for the lower level stairwells are located at the top of the stairs.
- Light switches for the lower level are located inside the main room and directly to the right.

20. **Before leaving please check to be sure lights on both levels (including restrooms) have been turned off and inside doors are closed. All light switches must be turned off. The only lights that should be on outside are not controlled by a switch. If you turn a switch ON--you must turn it OFF.**

21. **PLEASE NOTE: THAT OUR MAINTENANCE DEPARTMENT WILL INSPECT THE HALL THE DAY PRIOR TO THE RENTAL TO GUARANTEE THE CONDITION OF THE HALL AND ALSO INSPECT AFTER FOR ANY DAMAGES.**

IF YOU NOTICE ANY DAMAGE PRIOR, PLEASE ADVISE US THEN, SO WE CAN NOTE ANY DAMAGE. DO NOT WAIT TO LET US KNOW.

22. Both levels of the Town Wilson Hall may not be accessible to all persons. A ramp with shorter flight of stairs to the lower level is located at the back (southeast) corner of the building. Restrooms are not handicap accessible.

23. **NOISE COMPLAINTS WILL CONSTITUTE A SHUTDOWN OF THE EVEN AND 50% OF THE SECURITY DEPOSIT WILL BE FORFEITED REGARDLESS OF DAMAGE OR CLEAN UP.**

24. By signing and submitting this document [and the attached Application], the Applicant acknowledges receipt of these Procedures and Regulations. Further, Applicant assumes full responsibility to ensure that all persons attending the event comply with all federal, state, county and Town of Wilson statutes and ordinances. By way of illustration but not limitation, these laws include a minimum age for possession/consumption of controlled substances; and a prohibition of threatening or assaulting behavior; property damage; littering and excessive noise. If the Town of Wilson custodial staff or any official of the Town of Wilson or a law enforcement officer determines that any person has violated any such law on the premises during the event, the Rental Agreement may be terminated and all attendees may be required to leave the premises immediately.

25. If the security deposit is insufficient to cover the amounts due to the Town for utilities, cleaning, and repairs, the undersigned Applicant for himself/herself personally and on behalf of the User Group agrees to be personally responsible for payment to the Town of all amounts due, regardless of whether caused by accident, by negligence, or by intentional conduct, and regardless of whether caused by an invited guest or uninvited attendee. If any amount due to the Town under this agreement is not paid in full within thirty (30) days after the Town Clerk has mailed an invoice to the Applicant detailing the amount due, the Town may proceed with legal action against the Applicant and User Group and shall be entitled to recover all reasonable and necessary costs of collection included court costs an expenses and actual attorney's fees incurred. The Town retains all other remedies under law and equity pertaining to this Agreement.

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26. The Town of Wilson is not responsible for any injuries, including death, or property damage arising out of the use by Applicant or User Group. In consideration of the use by Applicant and User Group, the sufficiency of which is hereby acknowledged, Applicant and User Group jointly and severally release and hold harmless the Town of Wilson and its employees, representatives, officers, directors, supervisors, successors and agents from liability for any claims, demands, actions and causes of action which any person may now have or may hereafter have for any and all injuries, including death, and all property damages, losses and/or other damage, arising out of the use of the Town Hall. Applicant and User Group agree to indemnify and hold harmless the Town of Wilson against any and all liability for damages on account of injury, including death, to any persons or damage to the property of any person arising out of the use of the Town Hall.

Dated

Applicant

Name of User Group

The Town Board of the Town of Wilson has the right to refuse rental to any group or individual.

Date of Town Board Meeting for review/approval: _____

Town Board Decision: Approval _____ / Denial _____

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Names, address, phone of two-21 year olds responsible for rental (*if lessee is under age 21*)

Name _____ Name _____

Address _____ Address _____

Phone _____ DOB: _____ Phone _____ DOB: _____

WI Drivers License No. _____ WI Drivers License No. _____

a) What is the intended use of the hall on the date you are renting?

b) Is this a public or private event? _____ Is admission being charged? _____

c) Will you have security on the premises? _____
Name of Security Firm _____

SECURITY IS REQUIRED AT PUBLIC EVENTS UNLESS APPROVED BY THE TOWN BOARD.

d) How many people are expected at this event? _____

e) Is this a fund-raiser? if so, for what organization?

f) Will there be amplified music? _____ If so, what is the name of band or group?

NOISE LEVELS MUST NOT BE AUDIBLE BEYOND THE TOWN HALL GROUNDS PROPER!!!

g) Who is the individual responsible for this rental and would be available to answer any questions regarding this rental (person must be over the age of 21)?

h) What is the prevalent age of persons using the hall? _____

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It is mutually agreed this date by and between the Town of Wilson, a municipal corporation, and the undersigned Lessee, that:

The Town of Wilson does hereby lease to the undersigned the Town Wilson Hall for the period of (times) _____ to _____ on (day & date) _____.

Town Staff

Date _____

Lessee Signature

Printed name _____

Address _____

Phone _____

Date _____