

TOWN OF BAYFIELD

TOWN HALL RENTAL AGREEMENT

User Name/Responsible Party: _____

User Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (Home) _____ (Work) _____

Date of Event: _____ Time – From: _____ A P To: _____ A P

Nature of Event: _____

Approximate # of People Attending: _____ Will Alcohol be served Y N

Is User a Town of Bayfield Resident: Y N Will there be a dance Y N

***** PLEASE READ THE FOLLOWING PROVISIONS AND CONDITIONS OF USE FOR THE *****
TOWN OF BAYFIELD HALL

- 1.The User/Responsible party listed above agrees to abide by and enforce all specified guidelines and regulations as outlined in the attached sheet.
- 2.Damages to premises, equipment or properties of the Town of Bayfield caused by User/Responsible party or their guests, either intentionally or through negligence or accident, will be paid for by the User/Responsible party.
- 3.If due to the nature of the event security is necessary, the cost of required security will be borne by User/Responsible party.
- 4.Full payment of the Security Deposit is due when the Town Hall Rental Agreement form is submitted. This check will not be cashed unless use of part or all of the money is required. If not cashed it will be returned to you after inspection of the hall and return of the key.
Full payment of the rental amount is due fourteen (14) days prior to the event. Cancellation of the event must be received, in writing, at least ten (10) days prior to the scheduled event, or one half (1/2) of the security deposit will be forfeited.
Payment may be made by check or money order made out to Town of Bayfield and sent to 85450 CTH J, Bayfield, WI 54814. There will be a \$35.00 charge for any returned checks.
- 5.User/Responsible party agrees to comply with all laws and ordinances.
- 6. Liability Insurance: The Town of Bayfield reserves the right to require Liability Insurance for any event held at the Town hall.

I have read, understand and agree to the terms and conditions of rental for the Town of Bayfield Town Hall.

Signature of User/Responsible Party Date

**TOWN OF BAYFIELD TOWN HALL
RENTAL INFORMATION**

SCHEDULE OF FEES:

All day non residents	= \$350.00 + \$200.00 cleaning deposit
All day residents	= \$200.00 + \$200.00 cleaning deposit
Hourly Rental non residents	= \$ 40.00 First hr. then \$20.00 hr (4 hr. total) + \$100.00 cleaning deposit
Hourly Rental fee residents	= \$20.00 First hr. then \$10.00 hr. (4 hr. total) + \$50.00 cleaning deposit.
Hourly rentals will be allowed one (1) hour to set up prior to rental time, and one (1) hour clean up after event.	
Civic groups	= Free (at least one member must be a town resident)
Fund Raisers	= Free for Town Residents upon approval of the Town board.

Note: add 5 ½% tax to all rental fees listed above (does not include cleaning deposit).

Note: please pay all security deposits by separate check. If no part of the security deposit is used, the check will be returned to you.

KITCHEN:

There is a kitchen available. The kitchen includes a double sink, refrigerator, electric range, 60 cup coffee maker, silverware, dishes, cups, serving bowls, platters, serving spoons and forks, insulated coffee servers, busing cart and tubs. Bring your own towels, dishrags etc.

ALCOHOL & TOBACCO:

Smoking in the Town Hall is prohibited.

No alcoholic beverages will be allowed at high school graduation parties.

DECORATIONS:

Decorations are allowed. They will be fastened to the walls only at the 8 foot high continuous strip running around the room and to the hooks located at the end of each light fixture. Fastening can be by tape, string or tacks. Decorations and their fasteners must be removed at the end of the event.

CLEANUP AND REFUSE REMOVAL:

Cleanup of the building and removal of all refuse after the event is the responsibility of the User/Responsible person. Brooms, mops and buckets are available at the hall. Cleanup service is provided at \$15.00 hr. (3 hr. minimum) and will be taken from the deposit if requested. A dumpster is located next to the Town garage for refuse disposal. The key is on the same ring as the hall key.

EQUIPMENT:

No equipment is allowed to leave the building for any reason. This includes the Town Hall's chairs, tables, cleaning tools and kitchenware.

The Town of Bayfield reserves the right to require liability insurance for any event held in the Town hall. A certificate of liability insurance, when required, must be obtained in the amount of \$1,000,000.00 each occurrence, with the Town of Bayfield named as additional insured, and *must not exclude* liquor liability. For events at which alcohol is served a Waiver of Liability must also be provided (see attached waiver).

CAPACITY:

The maximum allowed number of occupants in the Town Hall is one hundred twenty five (100). Any excess of this number will require the following:

1. A tent, or similar type enclosure which will be allowed on the lawn to the west of the hall.
2. A port-a-potty for every twenty five (25) persons in excess of 100.

KEYS / SETUP/ CLEANUP:

The key may be picked up at the Town Hall by appointment. Call (715) 779-3438 to arrange pickup. Keys will not be duplicated.

Setup of your event will be allowed on the day prior to your event for all full day rentals if the hall is not rented out on that day. Cleanup of the hall may be done on the day after your all day rental if the hall is not rented out on that next day.

If the hall is being rented by the hour, setup and cleanup must be done on the same day as the event. After cleanup is completed, contact Billie Hoopman, Town of Bayfield Treasurer, at (715) 779-3438. A walk through inspection will be done by the User/Responsible person or designee and a Town Hall official. The key will be returned at this time.

MISCELLANEOUS:

The following items are included with the rental:

15 folding tables	125 folding chairs	12 cup coffee brewer	60 cup coffee pot
bussing cart	5 bussing tubs	17 large serving forks	12 large serving spoons
11 china serving platters	17 plastic water pitchers	18 insulated coffee carafes	
microwave	refrigerator	electric range with oven	

a complete assortment of 9" china plates, 6 ½" china saucers, china coffee cups, 5" china bowls, glasses, knives, forks (dinner and salad), spoons, glass packet holders

The hall is heated and air conditioned and the temperature is thermostat-controlled. There are men's and women's restrooms inside the hall. Toilet paper, paper towels and soap dispenser's are provided. There is ample 110v electrical outlets inside and outside the hall. There are no 220v outlets. The telephone in the hall is for emergency purposes only. The cost of any calls made, other than for emergency purposes, will be the responsibility of the User/Responsible person. Reimbursement for phone expenses will be sent to the User/Responsible person upon their discovery.

There is ample off street parking. Any street parking must be on the Hall side of County Road J.

Make payments to Town of Bayfield, 85450 CTH J, Bayfield, WI 54814
Contact person is Billie Hoopman, (715)779-3438.

85450 County Highway J
Bayfield, WI 54814

Release and Waiver of Liability and Indemnity Agreement

In CONSIDERATION of permission granted to the below named individual to rent the Town of Bayfield hall for a function, I/We SHALL RELEASE, WAIVE, DISCHARGE AND COVENANT our names, NOT TO SUE the Town of Bayfield, their agents and employees from all liability for any and all loss or damage, and any claim or demands therefore on account of injury to the person or property resulting in the death of the person or any persons attending said function, whether caused by negligence to the Town of Bayfield, its agents and employees or otherwise while the named person and persons attending said function while they occupy the municipal building.

I/We further agree to indemnify the Town of Bayfield, their agents and employees from any and all liability, loss or damage including but not limited to bodily injury, illness, death or property damage which the Town of Bayfield, their agents and employees become legally obligated to pay including reasonable attorney fees and costs, as a result of claims, demands, costs or judgements, against the Town of Bayfield, their agents and employees on account of injury to the person or property or resulting in the death of the person or persons attending said function whether or not caused by the negligence of the Town of Bayfield, their agents or employees and whether or not such liability is sole, joint or several.

I/We, the undersigned, have read this release and understand all its terms. I/We execute it voluntarily and with full knowledge of its significance. I/We have executed this release on this date indicated next to my/our names.

As concerns the use of municipal facilities by non-municipal organizations or individuals in Town of Bayfield, Wisconsin.

The undersigned agrees to indemnify and hold harmless the Town of Bayfield and its employees from any and all loss, cost (including attorney's fees), damages, expense and liability in connection with claims for property damage, bodily injury or death of any person which may arise out of the use of the subject facility.

Municipal Facility to be used: _____

Name of Organization, if applicable: _____

Name of Officer of Organization & Title or
Name of Individual: _____

User Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

Date: _____