

TOWN OF BIG BEND

USAGE AGREEMENT FOR TOWN HALL

The Town of Big Bend Town Hall is available free of charge for use by person(s) who own property within the town. Usage includes eight (8) banquet tables, chairs, microwave and small refrigerator. There are also two bathrooms. The entire facility is handicapped accessible. The following guidelines apply:

- Person/Group must request permission from town board in advance
- No Alcohol
- No Smoking
- Doorways may not be blocked
- Trash should be bagged and left near back door
- Building must be left in same condition as found

Purpose of Hall Use _____

Damages and found to have occurred while using town hall will be billed accordingly. Cleaning will be billed accordingly if necessary.

Signature, I agree with the above guidelines: _____

Date of Signature: _____

Date of Event: _____

Time of Hall Use From: _____ To: _____

Date of Approval: _____

Signature of Clerk or Board Member: _____

Phone # in case we would need to contact you: _____