

Town of Cassian  
Townhall Rental Application

Date: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_  
\_\_\_\_\_

Telephone number \_\_\_\_\_

Are you a resident of Cassian      Yes      No

Do you own and pay taxes on property in Cassian      Yes      No

Date and Time of Rental \_\_\_\_\_

Purpose for the use \_\_\_\_\_

Number of people expected \_\_\_\_\_

Rental fee      Resident      \$25

Non-resident \$50

The above signed individual requesting this rental here by acknowledge that they have received a copy of the Town Hall Rental Rules and the Indemnification and Hold harmless agreement and I have read and fully understand these agreements.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return completed forms and payment to Cassian Town Clerk, PO Box 4, Harshaw, WI 54529

Cassian Town Hall  
9110 Church Road  
Harshaw, WI 54529

## Town Hall Rental Rules

- \* No open fires, exceptions: in your own grills and must be completely extinguished with all the coals removed from town property
- \* No overnight camping without prior approval from the Town Board
- \* Pets must be leashed and waste cleaned up
- \* Do not stand or sit on tables and do not stand on chairs
- \* Do not remove tables or chairs from the town hall
- \* Pick up all trash/cigarette butts/decorations from rental and remove from the town hall
- \* Wipe up food and beverage spills from all countertops, tables, chairs and floors, there are supplies  
For clean up in the maintenance room if needed.
- \* All Utensils used must be clean and put away
- \* Do not use any mounting screws, tacks, or nails of any kind for decorations
- \* We prefer that you don't move the tables from under the shelter, but if absolutely necessary, please return them under the shelter where they were
- \* If necessary to adjust the thermostat please contact the Clerk
- \* Clean and restore facilities to at least as good as condition as they were when the usage began
- \* Must remove all the garbage and trash from the inside and outside of the building that was created by the function
- \* Secure the building before leaving (i.e. close and lock doors and windows, turn off lights, check toilets to make sure they are flushed.) Leave key on counter

If you have any concerns or issues please contact the Town Clerk, or if unavailable the Town Chair.

Town of Cassian, Town hall

9110 Church Road, Harshaw, WI 54529

## **Indemnification and Hold Harmless**

Please read this form carefully and be aware that in using the Town of Cassian facilities you and your organization will be waiving and releasing all claims for injuries that you or your members might sustain.

### **Acknowledgement of the risk of injury clause:**

I and the group I represent acknowledge that there are certain risks of physical injury that may arise in injuries, including death, damages or loss which I/We may sustain as a result of participating in any and all activities connected or associated with our use of the Town of Cassian facilities.

### **Waiver of claim for injury clause:**

I/We agree to discharge, waive, and relinquish the Town of Cassian Officers, agents and employees of all claims, demands, damages, rights or course of action present or future, which I/We may have as a result of the use or intended use of the facilities.

### **Release from liability clause:**

I/We fully release and discharge the Town of Cassian and its officers, agents, and employees of from any and all claims for injuries, including death, damages or loss which I/We may accrue to me/us on account of my/our use or intended use of the facilities.

### **Insurance:**

If requested by the Town, I/We shall provide proof of liability insurance covering my/our use of Town of Cassian facilities, and also if requested, name the Town of Cassian as an additional insured on such policy.

### **Indemnity and defense clause:**

I/We further agree to indemnify and hold harmless and defend the Town of Cassian and its officers, agents and employees from any and all claims resulting from injuries, including, death, damages, and losses sustained by me/us and arising out of, connected with, or in any way associated with the use or intended use of facilities, and further agree to reimburse and pay the Town of Cassian's costs, including without limitation, attorney's fees for investigating, defending, and/or resolving any claim that may be made against the Town of Cassian, and/or its officers, agents, and employees arising out of or in any way connected with my/our use of the Town of Cassian facilities and equipment.

Signed \_\_\_\_\_ Date \_\_\_\_\_