

# Dexter Town Hall Rental

APPLICATION FOR USE OF DEXTER TOWN HALL

Name of Renter: \_\_\_\_\_ Date(s) of rental: \_\_\_\_\_

Address of Renter: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Rental Fee(s):

\$150/day. Additionally, a \$50.00 deposit is required when picking up the keys. Hall will be checked for damages and deposit returned within 30 days if no fees are assigned. Please write two separate checks payable to the Town of Dexter. **One for Rental Amount (\$150.00/day)** and **one for Deposit (\$50.00)**. This will enable us to return your deposit check if no fees are assigned.

Renter agrees to leave the facility in the same condition\* as it was found and further agrees to be responsible for any damage done during use of the Town Hall.

Decoration shall be limited: No tacks or nails in ceiling tiles or walls. You can use tape if it does not leave a mark on walls or ceiling. All tape used on walls, ceilings or tables MUST be removed when done.

NOTE: Do not attempt to plug in more than one large roaster in any one circuit (circuits are numbered)

The undersigned responsible party has read the attached cleaning list for this facility and agrees to complete it by the end of the final rented day.

If a reservation is cancelled before 30 days of the rental date(s), the Rental Fee will be reimbursed. If the reservation is cancelled 30 days or less of the rental date(s), half of the rental fee will be reimbursed.

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

## Town of Dexter Clerk

PO Box 111, Pittsville, WI 54466

Phone: 715-884-1280

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Renter shall arrange time to pick up keys 1 day before rental by calling Diana Schooley 715-884-1280

Deposit of \$50.00 is due at this time if not paid previously.

\*No smoking in the building. \*

Hall must be cleaned, and all garbage removed as detailed in attached cleaning checklist, which must be checked off, signed, and left with the keys. \*Leave keys on top of counter.

Make sure all doors are locked, lights are off, and heat or air conditioning is set as you found it.

Any problems, call Diana Schooley or the Town Custodian, Mike Hiles at 715-937-5825.

\*\*\*\*The Picnic tables across the road belong to WOOD COUNTY PARKS. We do NOT give you permission to bring them over here and use them. IF you do use them, return them to their original location. \*\*\*\*