

**TOWN OF FAIRFIELD**  
**TOWN HALL RENTAL AGREEMENT**  
**RULES**

- \*\*Capacity is 75 persons, do not exceed this.**
- \*\*MUST BE A FAIRFIELD RESIDENT TO RENT THE TOWN HALL.**
- \*\* \$75.00 to rent the Hall and a separate \$100.00 security deposit that you will get back after the event when the building is inspected to make sure nothing is broken or missing. Please make SEPARATE checks out for the rental and the security deposit, all checks shall be made to TOF and can be mailed to PO Box 517 with the signed rental agreement, or can be dropped in the drop box in the front of the building at the Town Hall.**
- \*\*\*No parties after 11:00 PM.**
- \*\*\*NO nailing or taping on the walls and ceiling.**
- \*\*NO KEGS**
- \*\*NO SMOKING**
- \*\*NO PETS IN THE BUILDING**
- \*\*\*The premises (building & grounds) must be cleaned (sweeping, vacuuming, and mopping) and in neat and clean condition following your event, tables and chairs put back the way they were found. If the Hall is not cleaned properly and the Town has to pay someone to clean there will be a charge of \$10.00 an hour plus cleaning supply costs to properly clean the hall, this will be withheld from security deposit.**
- \*\*\*NO alcoholic beverages can be sold on the premises of the Town hall.**
- \*\*\*ALL TRASH FROM BATHROOMS AND KITCHEN MUST BE TAKEN WITH YOU WHEN YOU LEAVE!**
- \*\*Be sure to shut off all lights and lock doors when you leave, keys can be put into the drop box located in the front of the building once the door is locked and shut tightly.**
- \*\*In addition, the Fairfield resident signing the agreement agrees to personally reimburse the Town of Fairfield actual and reasonable expenses, including attorney fees the town may incur enforcing this agreement.**

**USEFUL INFORMATION**

- |   |   |
|---|---|
| <b>** 3- 8ft Rectangle tables (8 top)</b>                                     | <b>**Janitorial items are in the utility closet</b> |
| <b>3- Round tables (8 top)</b>  | <b>by the Men's bathroom.</b>                       |
| <b>1-6ft Rectangle table</b>  |   |
| <b>Extra chairs in the storage closets (100)</b>                              | <b>**Extra TP and Paper Towel are down in</b>       |
|   | <b>The big cupboard in the kitchen.</b>             |
| <b>*Appliances, sink and counter are for your use,</b>                        |   |
| <b>Please clean them up.</b>  | <b>**Public Wi-Fi is available-FAIRFIELD</b>        |
| <b>DO NOT leave food/beverage-</b>  | <b>Password- townhall</b>                           |
| <b>Please take everything with you.</b>                                       |   |
| <b>**If you should have any issues with the building please call:</b>         |   |
| <b>Clerk- Brandie Grob 608 434 1073/ Treasurer- Becky Demars 608 393 0265</b> |   |

**TOWN OF FAIRFIELD CONTRACT**

**NAME:**

**ADDRESS:**

**DATE OF RENTAL:**

**PHONE #-**

**\*\*Please initial in the Box\***

[            ] The Lessee acknowledges the ongoing COVID-19 virus pandemic and acknowledges the potential adverse health effects of contracting the COVID-19 virus. The Town of Fairfield respectfully makes the reasonable expectation/asking that the Lessee be aware of any guidelines set forth by the state and federal levels applying to the COVID-19. Therefore, the Town of Fairfield respectfully makes the reasonable expectation/asking that the Lessee acknowledges that it is their responsibility to comply with any state/federal law or guidelines and that the Town of Fairfield shall not be responsible for anyone contracting COVID-19.

**Signature**

**Date**

**\*Mail signed page and checks to PO BOX 517 OR DROP IN THE DROP BOX AT THE TOWN HALL.**

**Thank you for your cooperation!**