

LEEDS TOWN HALL COMMUNITY CENTER AGREEMENT

The Leeds Town Board reserves the right to refuse rental to any and all parties.

The Leeds Town Board reserves the right to cancel this Agreement in the event the facility is needed for town purposes.

Prices effective 01/01/23 and are subject to change without notice

This Agreement will not be in effect until approved by the Leeds Town Board

For Rental Information / Scheduling, Contact Mark Frank 608-575-6192

Secondary Contact: Joan Olson, Clerk 608-635-8878

<u>LARGE MEETING ROOM</u> (Cap. 250)	<u>RESIDENT</u>	<u>NON-RESIDENT</u>	<u>CLEANING DEPOSIT*</u>
Up to 100 people	\$200.00	\$275.00	\$175
Over 100 people.	\$225.00	\$425.00	\$175

**The Cleaning Deposit is refundable if no cleaning services are required following the event. It is due the day of the event and not included in the initial deposit to reserve the date.*

Smoking - The Leeds Town Hall promotes a smoke-free environment. No smoking is allowed in this facility. Smokers are required to dispose of smoking materials in designated outdoor receptacles.

Alcohol - *The sale of alcoholic beverages is strictly prohibited on these premises!*

Garbage/Recycling - User agrees to leave the town hall room clean and in the same condition it was in before the user's event, and to remove all garbage provided by the user. The town hall has a "carry in/carry out" policy in effect whereby the user is responsible for appropriately disposing of all refuse from the town hall site. User will forfeit reimbursement of deposit amount and any additional costs incurred for removal of refuse and for costs to recycle.

Payment Terms – A completed, signed contract and the rental fee are required to hold reservations.

Cancellations - Failure to notify the rental agent of a cancellation five days in advance of the event will result in forfeiture of the fee.

Persons using the facility are responsible for the repair and / or replacement of any damages that occur during their use of the facility, including attorney's fees, if applicable. - Persons using the facility are responsible for keeping it clean and in the same condition it was in prior to their use of the facility. An inspection following your event will determine whether your deposit is refunded to you. The furnishings, the building and grounds must be clean and undamaged; tables and chairs must be cleaned and properly returned to their original place; all refuse, including confetti, properly contained and removed from the premises; carpets clean and vacuumed; floors cleaned; the kitchen equipment, countertops and sinks cleaned; and that the building and grounds are clean and neat.

Setup – Take Down - No nailing or stapling to the walls, or use of any materials that could cause damage. Setup is allowed one day prior to events for an additional \$25 charge, depending on availability of the building. Cleanup is to be done immediately following the event and completed before midnight. The building will be closed and locked at 12:00 o'clock a.m. and any lingering guests will be asked to leave.

NO TABLES OR CHAIRS ARE TO BE REMOVED FROM THE BUILDING

ADULT SUPERVISION IS REQUIRED AT ALL TIMES WHEN CHILDREN UNDER AGE 16 ARE PRESENT

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Contact Information:

Primary Contact: Mark Frank 608-575-6192
Secondary Contacts: Joan Olson 608-635-8878

(Please Print:)

Name or Organization Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____ Evening Phone: _____

I have read and understand the terms of this Agreement and would like to reserve the Large Meeting Room:

Event Date: _____

Fee: \$ _____

Cleaning Deposit: \$ _____
(to be paid on day of event)

Amt. Received: \$ _____

Date Received: \$ _____

Town Official's Signature

Signature

Date

Return completed form to:
Town of Leeds
N1485 Pribbenow Drive
Arlington, WI 53911

The Town Hall is not available for rental on the following dates:

New Year's Day, Good Friday; Easter; Mother's Day; Memorial Day; Father's Day; 4th of July; Labor Day;
Thanksgiving; Christmas Eve; Christmas Day; New Year's Eve.