

**Town of New Haven
Town Hall Rental Application
Event Information**

Event Date:_____ **Start Time:**_____AM/PM **End Time:**_____AM/PM

Organization &/OR Contact Person:_____

Email:_____ **Phone:**_____

Mailing Address:_____

City:_____ **State:**_____ **Zip:**_____

Type of Event:_____

Rental Rates

Payment of fees will be made in the form of two checks payable to the Town of New Haven (1 rental fee check and 1 security deposit check). Your reservation is not guaranteed until this form is submitted, fees are paid, and accepted by Town staff. Your security deposit will be returned or shredded following your event, less any charges for damage or other items. Please include an addressed envelope for the return of deposit.

Fees: Town Resident \$50.00 rental fee + \$100.00 security deposit = Total Due: \$150.00
Non Resident \$75.00 rental fee + \$100.00 security deposit = Total Due: \$175.00

Facility Rules & Instructions

1. Please take your trash with you, sweep the floor and make sure the bathrooms are tidy.
 - *Garbage bags are in the plastic storage container under the sink in the women's restroom.*
 - *Brooms and dustpan are located in the closet at the top of the stairs near the front door or in the women's bathroom.*
2. Make sure lights are turned off and doors are locked when you leave.
3. Smoking of any kind is NOT ALLOWED in the building.
4. No structural alterations made be made to the interior or exterior of the building.
 - *Use of any tape besides painter tape, is prohibited on walls and/or tables.*
 - *Use of tables and chairs is permitted, however all tables, chairs, and floors must be cleaned and left free of debris and returned to their proper place.*
5. Rental agreement is non-transferable. Deposit will be returned if building is left in satisfactory condition after inspection by staff. Violation of rules may result in additional charges.
6. Please let the clerk know if there were any issues (electricity, heating, cleaning supplies, etc).

I as the above listed renter understand that by my rental of the New Haven Town Hall, I assume full legal and financial responsibility toward any loss or damage to the building structure, equipment, facilities therein incurred during the term of this rental contract; and further, I absolve the Town of New Haven of any legal or financial responsibility for any accidents, losses, or damages of any kind that occur on the property during my rental period.

Signature of renter

Date

Mail to: Town of New Haven, PO Box 258, Boyceville, WI 54725

Or email to: clerk@townofnewhavenwi.com