



Town Hall Reservation Form  
 Town of Theresa – Dodge County, Wisconsin  
 N8679 County Rd. P ♦ Theresa, WI 53091  
 920-583-9185

**Contact Information:** (please print)

Name of Renter: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Date of the Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

**Note: Please check with Chris Steger, Town Clerk at [clerk@townoftheresawi.gov](mailto:clerk@townoftheresawi.gov) or 920-583-9185 for available dates before submitting form.**

**Fees**

The Community Room and Kitchen will be available for use on a first come basis. The rent for a one-day event will be as follows:

1. Town Residents - \$150 + \$25 refundable deposit
2. Non-residents - \$250 + \$25 refundable deposit
3. Local non-profit groups - \$75 for large meeting room
4. Local non-profit volunteer groups – No Charge for non-fund raising events using small meeting room

Please Note: A \$25 deposit is required and will be applied toward any additional clean-up that is required after the event. If the premises are left in satisfactory condition, the deposit will be refunded. Please mail a personal check for the \$25 deposit made out to Town of Theresa along with the signed contract.

**\*\* Please pay rental fee on a separate check ON THE DAY of your event\*\***

**Terms and Conditions**

1. A certificate of insurance will be required for all rentals. This can be obtained from renter's insurance agent. Any and all damage to the premises will be billed to the person signing the rental agreement. Any liability claims will be submitted to renter's insurance company.
2. Entrance to the building will be made on the day of the event, unless other arrangements have been made. Arrangements can be made by contacting town clerk at [clerk@townoftheresawi.gov](mailto:clerk@townoftheresawi.gov)
3. There will be no attaching of decorations to the walls, tables, etc. that will leave holes or damage to any surface.
4. Any damage must be reported immediately to the town clerk.
5. Clean-up must be completed at the end of the day of the event; this will include the restrooms.
6. Do not drag tables on carpet or floor.
7. No smoking is allowed in the building.
8. Renter to supply own utensils for food and preparation in kitchen. Kitchen MUST be cleaned after use.
9. Parking will be restricted to drive and parking area.
10. Confine activities to the meeting room, kitchen, and restrooms. The shop and offices are not open for use.

**Signature**

I, \_\_\_\_\_ agree to all of the above conditions and agree to hold harmless the Town of Theresa Elected Officials on this \_\_\_\_\_ day of \_\_\_\_\_.

**Please return one copy to:** Town of Theresa, W913 County Road DD, Theresa, WI 53091.