

**VILLAGE & TOWN OF STOCKBRIDGE**  
**COMMUNITY HALL GUIDELINES**

Approved by Joint Boards on  
January 25, 2023

1. The Community Hall may only be rented by residents of, or owners of businesses within, the Village or Town of Stockbridge. The rental fee is \$75.00.
2. A separate \$125.00 deposit is required and will be returned if the Community Hall has been properly cleaned and there is no damage to the facility, appliances or furnishings.
3. The Community Hall will be available at no cost to community service organizations including veteran groups, Lions clubs, Kiwanis, etc.
4. The Community Hall is not available for the following activities:
  - a. Weddings and wedding receptions.
  - b. Bachelor and bachelorette parties.
  - c. Commercial or retail sales activities or events, rummage sales, craft sales, scrapbooking and hobby or collector shows/sales.
5. The Community Hall is available for rent on Fridays, Saturdays and Sundays and on holidays with prior approval.
6. Reservations will be taken no more than six (6) months in advance. Contact the Village Office at (920) 439-1700 to arrange a reservation. No dates will be held without receipt of both the rental fee and deposit. Once the reservation and contract are confirmed and the required fees are received, no refund of the rental fee will be given. Deposit is refundable upon cancellation.
7. The facility may be used until midnight of the contract date. Facility must be cleaned and vacated by midnight.
8. Rental of the facility does not include the usage of any glassware, dishes, or utensils. These must be supplied by renter. No food may be left in the refrigerator or elsewhere on the premises. All trash must be bagged and removed from the premises by the renter – the trash containers at the location may not be used by the renter for trash disposal.
9. The Community Hall has a seating capacity of (     ) people. This must be strictly enforced for fire and insurance purposes.
10. Questions on rental policies can be directed to the Village Office at (920) 439-1700. Questions or problems on the day of your rental may be directed by call or text message to (972) 854-2211.
11. Smoking inside the building is strictly prohibited.

Rental Payment Received _____	Amount _____
Cash _____ Check No. _____	Receipt Log No. _____
Deposit Payment Received _____	Amount _____
Cash _____ Check No. _____	Receipt Log No. _____
Deposit Payment Returned _____	Amount _____
Check No. _____	*** VILLAGE OFFICE USE ONLY ***

## VILLAGE & TOWN OF STOCKBRIDGE COMMUNITY HALL RENTAL AGREEMENT

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Do you intend to serve alcohol? YES NO

*(If YES, alcohol cannot be sold on site and bulk tap quantities are now allowed).* There will be **no underage drinking** and renter will be responsible to see this is enforced.

I agree to pay the Village of Stockbridge \$75.00 to reserve the Community Hall for my event. I agree to pay the Village of Stockbridge a \$125.00 security deposit and I understand that the Village may retain a portion or all of this security deposit to cover damages or excessive clean-up of the Community Hall. I understand that in a rare occurrence my reservation may be cancelled if the Village Board or Town Board requires an emergency use of the facility. I agree to be responsible for any damage to the facility's tables, chairs, bathrooms and kitchen, and any damage to the walls, doors, floors or windows. I will not hang, tape or nail any decorations on the ceiling tiles, walls or woodwork. I am responsible for cleaning the Community Hall and returning furniture to the original setup. I will have the facility cleaned up and be out of the building by midnight. The building will be inspected after each rental and prior to return of the security deposit.

I agree to indemnify and save harmless the Village and Town of Stockbridge, their employees and elected/appointed officials, and their agents, from any and all liability from claims of bodily damage, or any other nature whatsoever arising out of the use of the Community Hall. I have received a copy of the Community Hall rental guidelines attached to this contract and agree to abide by all of the rules and regulations formulated by the Village and Town of Stockbridge for the use of the building and facilities located in the Village of Stockbridge.

\_\_\_\_\_  
Signature of Resident  
(Applicant must be 18 yrs or older)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Village/Town Representative

\_\_\_\_\_  
Date