

APPLICATION FOR USE OF TOWN HALL

It is the policy of the Town of Mukwonago to provide rental of the Town Hall for organized events or recreational activities. The applicant must be a Town resident.

Town related business will have priority for the use of the building and facilities. The Town Hall will be available Monday through Friday from 6:00 p.m. to 10:00 p.m. and on weekends during days and/or evenings until 10:00 p.m. Exceptions may be made by the Town Board.

DATE: _____

NAME OF RESPONSIBLE PARTY/CONTACT PERSON _____

NAME OF ORGANIZATION (IF APPLICABLE): _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

DATE AND HOURS REQUESTED: _____

PURPOSE FOR USE: _____

NUMBER OF PARTICIPANTS THAT WILL USE THE HALL: _____

I have read the policy on community use of the Mukwonago Town Hall and agree to comply with all the provisions of the attached rental agreement.

Signature of Applicant

The use of facility is granted as stated above.

Dated: _____

Town Clerk

TOWN HALL PRIVATE USE AGREEMENT

THIS AGREEMENT entered into this _____ day of _____, 20____, between the TOWN OF MUKWONAGO, hereinafter referred to as "TOWN" and _____, hereinafter referred to as "RENTER".

RENTER hereby rents from the TOWN the portion(s) marked below of the Town Hall described as follows:

_____ Meeting Room _____ Kitchen _____ Rest rooms

1. The Person Responsible hereby states that he/she is a Town of Mukwonago ("Town") resident, and hereby agrees to be present at all times throughout the private use of the Town Hall.
2. The Renter shall pay in advance, with this application, **\$26.28**. (\$25.00 plus tax) fee for each day of use or portion thereof and a **\$50** security deposit. If the fee and security deposit are paid by check, they must be paid by separate checks.
3. Security deposit will be returned to the Person Responsible if the Mukwonago Town Hall is restored to a condition as it was prior to use. In the event any damage has been done or the Town Hall has not been properly cleaned, the Town reserves the right to forfeit the security deposit to cover repairs and/or cleaning. In the event damages are done to the TOWN property exceeding the amount of the security deposit, the TOWN reserves the right to charge the Person Responsible for the additional expenses. The security deposit is not to be considered liquidated damages.
4. The Person Responsible shall be directly responsible for any damage done during the rental period. If an Organization is named, the Person Responsible and the Organization shall be jointly and severally responsible.
5. All rent as established, in addition to the security deposit, must be paid at the time of application or the TOWN will not grant to RENTER use of the premises. The Town of Mukwonago has a 48 hour refund policy. Security deposit and rental fee will be returned, if we are notified of cancellation more than 48 hours before your event. Only your security deposit will be returned if notification is less than 48 hours.
6. The Renter hereby agrees to indemnify, defend and save harmless the Town, its agents, servants, employees, assigns and independent contractors of and from any costs, fees (including Attorney fees of an Attorney of Town's choosing) and all liability arising in any manner whatsoever with regard to personal injury or property damage that may arise during the Renter's preparation, use, or subsequent cleaning or repair of the Town Hall.
7. Any and all municipal use of the facility shall take precedence over the private uses. The Town of Mukwonago reserves the right to enter the facility and use it as necessary, even during the private use.

RENTER agrees to the following:

1. No access will be permitted to any of the offices of Town officials.
2. Clean the hall after use, including cleaning of kitchen (when used), disposal of all garbage, and properly put all furniture back in place.
3. **The Renter has the responsibility to shut off all lights and lock the door* before leaving.**
 - *That is manually locking the front glass exterior door and walking out through the back door. (The back door will be locked when closed) After exiting the back door, you will NOT be able to re-enter the premises).
4. **No** alcohol is allowed in the Town Hall.
5. Attached on page 4 is the set up for the Town Hall. If other set up arrangements would be needed, please draw your plans on page 5.
6. Permanent tables are not to be moved by the renter. The Town employees will set up the Town Hall according to the renters requested floor plan. (Dragging or sliding tables may damage the floor).

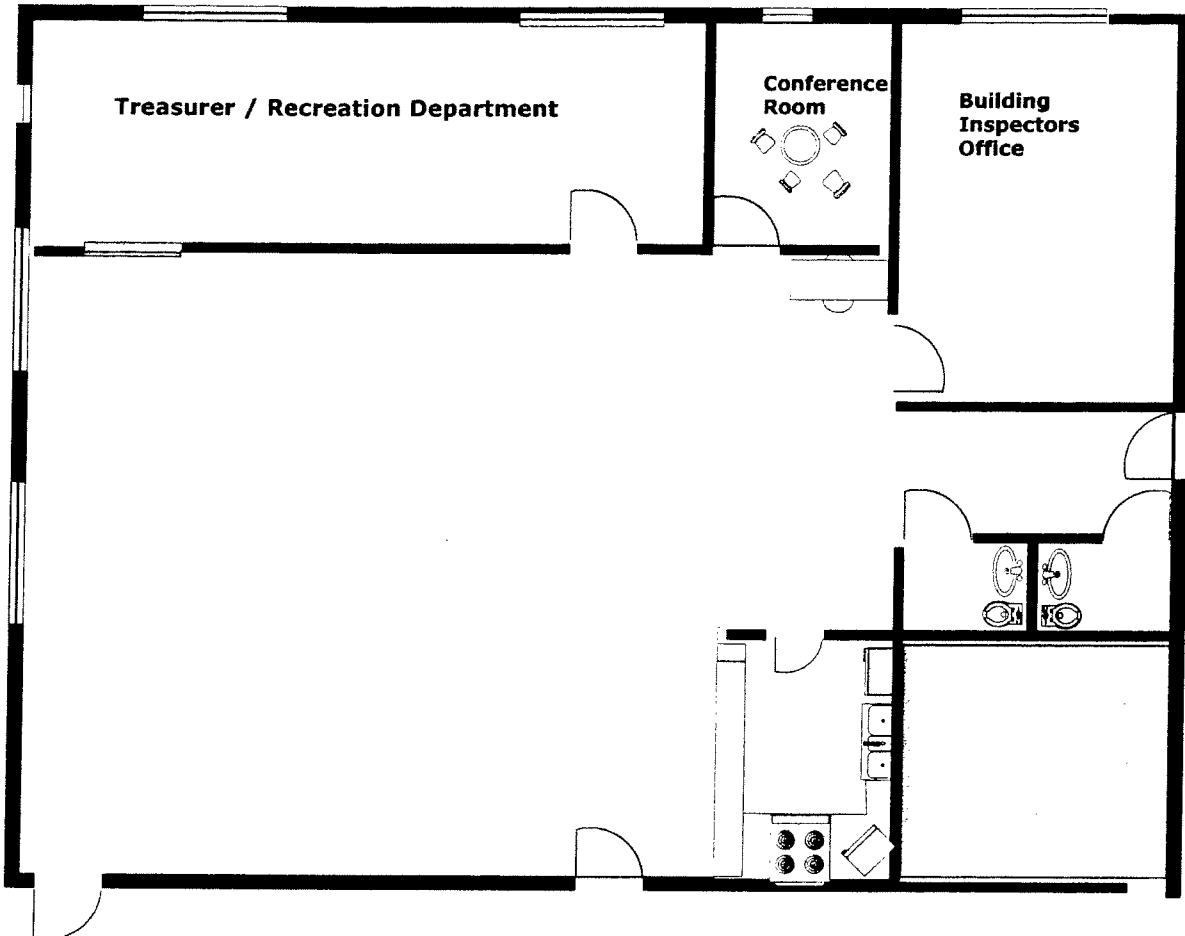
The renter is responsible to contact the Police Department at (262) 363-5188 to set up a time for the police to open the hall for your organization.

RENTER

DATE

USER GROUP / PROGRAM / CLASS NAME: _____

Room Use Date: _____ **ROOM USE TIME:** _____



TOWN OF MUKWONAGO

SET UP YOUR OWN ROOM

Approximate Room Size 36 x 40

3 Permanent Rectangle Tables 8ft x 3ft

6 Folding Rectangle Tables 8ft x 3ft (white)

2 Folding Rectangle Tables 6ft x 3ft (white)

60 Chairs