

**TOWN OF EVERGREEN
TOWN HALL RENTAL AGREEMENT**

Landlord: Town of Evergreen, Washburn County, Wisconsin

Renter Name(s) _____

Contact person address: _____

Town Resident: Yes _____ No _____

Phone Number: _____

Requested Dates of Use: _____

Intended Use of Building: _____

Hours of Use: _____

- The Town Board may approve the personal use of the building for a social gathering or for meetings of an organization that do not have political affiliation. Town residents will take precedence over non-town residents so you are encouraged to plan ahead.
- The rented are will be the Town Hall at W8896 Carlton Road and land immediately surrounding. If there is an area blocked off, it cannot be used. Also, there is no parking in front of the storage building or on the grass.
- Rent will be \$50 per day for residents or \$100 per day for non-residents.
- A deposit of an equal amount as rent will be required in a separate check or money order. The Renter will be notified if all or part of the deposit will be kept to cover cleanup, repair or damage replacements costs. The Renter will also be notified if the deposit does not cover costs and the Renter will be liable for that amount.
- The deposit will not be returned until the building has been inspected by the Clerk or a member of the Town Board.
- There will be a \$25 fee added to any dishonored check. If you have previously supplied us with a non-sufficient check, you must pay by money order in the future.
- Only lawful use of alcoholic beverages and controlled substances are allowed on the premise. No alcohol sales or exchanges for value are allowed without a Class B Temporary License issued from the Town. The Town accepts no responsibility for the effects of alcohol or other drug use by the Renter, its member, guests or other attendees. The building is SMOKE FREE.
- The Renter shall not affix any object by nailing, screwing, bolting or other means that will damage the building or its components in any way, either by weakening, marring or negatively affecting the appearance thereof. Tape or other means, when no problem is created, are acceptable. No painting, staining, plastering or wall, ceiling or window alteration is allowed without prior consent of the Town Board. Nothing can be pounded into the blacktop in the parking lot either.
- The Renter is responsible for cleaning and sanitizing the building after use.
- The Renter must take all garbage with them when they leave.

- The heat/air must be returned to the following – heating season, 68 degrees, air condition season, 75 degrees.
- The Town Board has authorized the Clerk to execute this lease for the Landlord. If there is question, it may be decided by the Town Board. Both the Clerk and the Town Board have the right to remand full completion of an application for any use.

WAIVER: Renter understands that the use of the Town Hall is at the Renter’s risk. Landlord does not provide consistent supervision, though a town official may enter the premises to check the site condition as a part of this lease, during, shortly before or soon after an event. Condition of the premises is not guaranteed and the Renter is expected to provide maintenance during the event so as to prevent or correct any hazard that may arise.

Dated: _____

Renter or Contact Person

Clerk