Caledonia Town Hall Rental Contract

N5479 Beich Rd, Portage, WI 53901 (608)742-4801 caltown@caltown.org

Name: _____ Group Name: _____

Mailing Address: _____

Phone #: (____) _____ Email: _____

Date of Rental: _____ Time: (start)_____- (end)_____

Description of Activity: _____

Deposit:	$75.00
Rental Fee:	$75.00
Total Due (*Deposit + Rental Fee)*	$150.00

Please use separate checks for deposit and rental fees. Check(s) payable to Town of Caledonia.

Rental Agreement

Renter agrees to the following terms and conditions:

The deposit and rental fee are required with this completed Rental Agreement to confirm the hall reservation. This Rental Agreement will not be considered complete, and the reservation of the date will not be considered confirmed until payment of deposit, rental fee, and completed Rental Agreement are received by the Town Clerk.

If Renter cancels rental reservation at least 14 days before the reservations date, the deposit and rental fee will be refunded in full. If Renter cancels this reservation within 14 days of the reservation date, the full deposit and ½ of the rental fee will be refunded.

Renter understands that there is no smoking or consumption of alcohol in the Town Hall. All advertising of events held at the Town Hall must state "this event is not sponsored by the Town of Caledonia."

After the rental, the deposit will be refunded if inspection shows that there has been no loss of or physical damage to Township property and that the property has been properly cleaned (refer to clean-up checklist). Clean-up Checklist must be completed, signed, and left at the Town Hall.

If inspection shows that the property has loss or damage, the deposit will be used in whole or in part to repair or replace damaged property.

If inspection shows the property was not properly cleaned, as determined by the sole discretion of the Town Board, $20.00 per labor hour plus cleaning supply costs to properly clean the property will be withheld from the deposit refund.

If the deposit does not cover the cost to repair and/ or replace damaged property and/ or to clean the property at the rates listed above, the person signing this agreement agrees to be personally liable for all such costs in excess of the deposit. In addition, the person signing this contract agrees to personally reimburse the Township actual and reasonable expenses, including attorney fees, which the Township may incur in enforcing this agreement.

Renter agrees to hold Township harmless for any damages or expenses Renter may incur as a result of errors, omissions, or conflicts in scheduling for the use of the Town Hall which result in the Renter not being able to use the property with short notice or no notice to the Renter.

_____ _____ _____ _____

Renter Signature Date Township Representative Date

Office Use Only

Date Received: _____ Amount Received: _____ Chk#:_____

Deposit Refund Date: _____ Dep. Refund Amount: _____ Chk#:_____

Door Code: _____ If not full refund, reason:_____