

TOWN OF SEYMOUR
6500 TOWER DRIVE EAU CLAIRE, WISCONSIN 54703
715.834.4999 / Office Hours 9am-1pm Mon-Fri.
www.townofseymour.org

HALL RENTAL CONTRACT

Renter's Receipt

RENTAL FEES:

- **\$300** Per day for Residents
- **\$400** Per day for Non-Residents
- \$550 RESIDENT - Rental rate for entire weekend event
- \$700 NON-RESIDENT - Rental rate for entire weekend event
- **Rent is to be paid in cash unless paid in full two weeks prior to your event.**

Deposit Pd: _____
Rent Pd: _____
Date: _____
Amount Due: _____
Initials: _____

DEPOSITS:

- **\$150** DEPOSIT is required upon signing the contract as confirmation of rental. This deposit will be refunded when the terms of this contract are fulfilled. Forfeiture of deposit may be appealed to the Town Board.

This deposit may be forfeited in part or total for any property damage or failure to comply with the cleanup terms of this contract. **IF DAMAGE EXCEEDS DEPOSIT, THE RENTER WILL BE BILLED FOR THE DIFFERENCE!**

CANCELLATIONS:

- All of the deposit will be forfeited for cancellations less than one month of rental date. Seventy five dollars (\$75) of the deposit will be forfeited for all other cancellations.

KITCHEN FACILITIES:

- No preparation of food by caterers on the premises. Kitchen facilities are to be used for preparation by the renters only, or for warming food by caterers.

PORTA POTTIES & DUMPSTERS:

- Will be required for groups exceeding 300 GUESTS or for events covering more than one day at the renters expense. If a separate dumpster is not secured and the garbage exceeds the capacity of the Town's dumpster, the deposit will not be refunded. Renter must have porta potties and dumpsters removed within 48 hours after the event.
- If the event requires a porta pottie or dumpster, documentation that this has been secured will also need to be provided at the time the keys are picked up.

ALCOHOLIC BEVERAGES:

- Are allowed to be consumed on premises, but **CAN NOT** be **SOLD**. Admission fees to planned event are also **NOT** allowed if any alcoholic beverages are going to be served.

PRIOR TO YOUR EVENT

KEYS FOR HALL:

- Are to be picked up at the office between 9:00am - 1:00pm Mon-Friday.
- Keys will not be provided until rental payment and deposit have been paid in full.

DECORATING:

- Arrangements can be made to decorate the day before your event between the hours of 1:00-8:00pm.
- The hall is **NOT** to be used for any other purpose during this time.
- Walls and ceiling tiles are NOT to be disturbed by tape, wires, nails, etc.
- Push pins may be used on walls, in the crease of the paneling **ONLY!**

CLEANING REQUIREMENTS

After using the hall, the general appearance should be the same as prior to rental. Often times, the crew doing the setting up and decorating are not the same crew doing the cleanup. Please inform your cleanup crew how things are to be cleaned and put away. YOU are responsible to inform them of the proper procedures.

CLEANUP OPERATIONS:

- Are to be completed by Noon on Sunday (for Saturday Event),
- Are to be completed by 9am on Monday (for weekend or Sunday Event)
- A Town Employee will clean at a minimum rate of \$35 per hour if cleaning is not completed as specified in this contract. This will be deducted from the deposit and the difference, if any, will be billed to the renter.

CLEANING SUPPLIES:

- You are to provide all cleaning supplies i.e.: Towels, wash clothes, paper towels, trash bags, dish soap, cleaning solution, etc. We only provide the pail, mop and brooms.

CLEANING CHECKLIST

- ✓ Check tables - If broken, please let us know before your event.
- ✓ Place recyclables in proper containers
- ✓ Wipe CLEAN and STACK all tables and chairs (Exactly as you found them)
- ✓ Wash and put away all dishes and utensils
- ✓ Clean all bathrooms, sinks, countertops, etc
- ✓ Sweep and damp mop all floors. Empty mop pail outside across the parking lot on the southeast side of the building by the fuel tank. Please do not dump dirty water in sinks, toilets or urinal.
- ✓ Bag and tie all garbage and place in dumpster. This includes the garbage from the boxes on the wall in the women's bathroom.
- ✓ Turn out all lights, appliances and fans
- ✓ Windows - Make sure they are locked
- ✓ Lock doors and return keys in slot near office or drop box on door outside of hall on south side.
- ✓ Report any damage to the clerk or Town Board member
- ✓ No sitting on tables. They are inspected after each event. Damage will be billed to you
- ✓ No overnight parking of campers
- ✓ Beer wagon to be parked on the north side of building
- ✓ No tents
- ✓ Town hall personal property is to stay inside the building at all times
- ✓ *Closing time is 2:00am*

IN CASE OF DAMAGE, ELECTRICAL MALFUNCTION, ETC. CONTACT:

**KERRY PARKER 715.861.1335
DOUG KRANIG 715.877.2899
JOHN OXLEY 715.834.**

**The Town of Seymour is not responsible for any appliances, supplies, or articles left on the premises.
The renters are responsible for the terms of the agreement.**

HALL CONTRACT

PLEASE FILL IN THE BOTTOM PORTION AND RETURN WITH DEPOSIT

I have read the contract for renting the Seymour Town Hall agreement and will abide by all rules set forth in the contract. Maximum 340 attendees as per Fire Code

RENTERS SIGNATURE _____

RENTERS NAME PRINTED _____

RENTERS ADDRESS _____

CITY, STATE & ZIP CODE _____

RENTERS PHONE NO. _____

RENTERS DRIVERS LICENSE # _____

RENTERS EMAIL _____

TYPE OF SOCIAL EVENT _____

ESTIMATE # OF ATTENDEES _____

HALL RENTAL DATE _____

OFFICE USE ONLY

\$150 Deposit Paid - _____ Date _____

Supervisor Comments

\$300 Rent Paid Resident _____ Date _____

(description of damage)

\$400 Rent Non-Resident _____ Date _____

Website Complete _____

Calendars Complete _____

Clean Up / Damages _____

Initials _____

Deposit Ret. Amount _____ Date _____