

Christiana Town Hall Building Use Policy

General rules for the use of the Town Hall

- A. Scheduling will be done by the Town Clerk. (608) 423-3816.
- B. The reservation form is attached as a printable pdf.
- C. A check for the security deposit of \$150.00 and a separate check for the rental fee) should be made payable to the Town of Christiana and must accompany your reservation application.
- D. If more than one reservation application is received for the same time period, reservations will be accepted on a first come, first served basis.
- E. The Town Board may choose to waive rental fees for fundraisers, local non-profit groups, regular meetings of community groups, etc.
- F. NO SMOKING is allowed inside the Town Hall.
- G. No pets except for service dogs are allowed in or around the town hall.
- H. The sale of alcoholic beverages is not permitted. Alcohol may be served to adults at adult and family gatherings that are by invitation only. Serving alcohol to minors is prohibited.
- I. Renter must furnish all food, dishes, silverware, serving utensils and dishcloths, garbage bags, etc. **Table coverings are required.**
- J. Renter is required to collect and remove all trash, to clean and to leave the Town Hall (including kitchen if used) in the same condition as prior to the event. **Any cleaning or repair required by the Town as a result of Renter's use of the hall will be charged to Renter without limitation.**
- K. Renter agrees to indemnify and hold the Town harmless for any damage or injury to property or person occurring as a result of renter's use of the Town Hall under this agreement.
- L. The Town Clerk, in consultation with the Town Board, reserves the right to refuse service to any group or individual.
- M. If Town Hall is rented for any event where items are brought in, users must be careful that items are not leaned against walls/doors causing damage to paint/drywall/finishes. If requesting additional time to set up event, **arrangements must be requested one week prior to event**; every effort will be made to accommodate these requests, but no guarantees.

Building Rental Fees

TOWN OF CHRISTIANA RESIDENTS/GROUPS

Community Room (includes use of kitchen if needed) \$100.00

NON-RESIDENTS/GROUPS OF TOWN OF CHRISTIANA

Community Room \$250.00

Kitchen \$ 50.00

SECURITY DEPOSIT for all rentals (refundable) \$150.00

Rental Agreement
Town of Christiana
773 Koshkonong Road
Cambridge, WI 53523, 608-423-3816
PLEASE PRINT

DATE OF EVENT: _____

PERSON RESPONSIBLE FOR HALL RENTAL: _____

ADDRESS: _____

PHONE NUMBER(S): Work _____ Home _____ Cell _____

EMAIL: _____

TYPE OF EVENT: _____

(i.e. graduation, wedding, family reunion, training seminar, etc.)

Security deposit in the amount of \$150.00 made payable to the Town of Christiana will be held and mailed back to the Renter within 15 business days after your event if the Town Hall is returned to its original condition. Any damage to the Town Hall will be charged to your security deposit. If damage exceeds \$150.00, Renter will be responsible for the balance. This includes any damage on the inside and/or the outside of the Town Hall.

A separate check for the proper rental fee (see schedule of fees) as well as a check for the security deposit **must** accompany this rental agreement before the Town Hall will be reserved for you.

Renter will need to PICK UP THE KEY for the Town Hall from the **Town Clerk during normal business hours** unless other arrangements have been made with the Town Clerk. Please call at least one week prior to your event. **Keys must be returned promptly. If keys are lost, renter will bear the entire cost of changing the locks and key replacements.**

RENTERS ARE REQUIRED TO BRING GARBAGE BAGS AND BAG UP ALL GARBAGE INSIDE AND OUTSIDE, INCLUDING CIGARETTE BUTTS. TOWN HALL SHALL BE VACUUMED AND CLEANED AT END OF RENTAL. FLOORS SHOULD BE SWEEPED AND MOPPED IF NEEDED. TABLES AND COUNTERS SHOULD BE WIPED DOWN. CHAIRS SHOULD BE STACKED ALONG THE WALL.

I have read and understand the Town of Christiana Rental Agreement and agree to abide by all rules/regulations and assume all responsibility and liability for said gathering/event.

Signature of Person Responsible for Rental

Date Signed

FOR OFFICE USE ONLY

Deposit Received _____ Rental Fee Received _____ Office Calendar _____ Security Deposit Check Returned _____