TOWN OF ANGELICA ~~ TOWN HALL RULES & REGULATIONS

The town hall may be rented to Town of Angelica residents only. To book the hall, the rental fee is $100.00 per day. In addition, a security deposit of $100.00 is required. A separate check is to be made out and included with a stamped, self-addressed envelope. The security deposit will be returned if the hall is left in a satisfactory condition. The rental fee will be refunded in full only if cancellation is made at least ten days prior to the reservation date and after that time no refund will be made.

Connie Nischke, W1905 Mile Drive Pulaski, WI 54162 ~ Phone: (920) 609-0206 is in charge of booking
The town hall and arrangements are to be made with her for rental of the hall.

RENTER'S RESPONSIBILITIES:

1. **CLEAN THE BUILDING THOROUGHLY AFTER USE:** this includes hall, kitchen and bathrooms ~ sweeping and mopping the floor and vacuuming the rugs. Broom, mop and vacuum cleaner are in the storage room. Please be sure to check the grounds for any trash.

    A. Satisfactory condition is determined to be the same condition the hall was in when the renter started to use the hall.
    B. If additional cleaning is found to be necessary after renting the hall, the person renting the hall will be billed for any cost over and above the security deposit for additional cleaning.
    C. If there is any damage to the hall or its contents while being rented, the person renting the hall is responsible and will be billed for the actual cost of repairs over and above the security deposit.

2. Remove all trash and refuse when leaving. **NO** burning on the premises.
3. Check all windows ~ be sure they are closed and locked.
4. Return all chairs and tables to their proper places. **PLEASE DO NOT SIT ON THE TABLES.**
5. Heating months ~ turn the thermostat to 58 degrees when leaving the hall.
6. There is a midnight curfew.
7. No decorating using nails, staples, thumb tacks, tape, etc.
8. No smoking is allowed in the town hall as it is a public building.
9. The maximum capacity of the hall is 125 people.
10. Leave the refrigerator plugged in and on.
11. Check to see that all lights are turned off and the doors are locked.
12. Please return the key as soon as finished with the cleaning.

TOWN'S RESPONSIBILITY: The Town of Angelica is not responsible for any equipment, supplies, materials, clothing or other items brought to the town hall or transported to town hall property by any group or individual using the hall.

LIABILITY: The Town of Angelica does not assume any liability on groups or individuals attending functions at the Town Hall.

The person(s) signing this form has permission to use the town hall and shall be held responsible for conforming to conditions set forth above.

I (we) have read and understand the rules and regulations for use of the Angelica Town Hall.

Signed: _____

Address: _____

Telephone: _____

Date: _____

Rental Date: _____

12/9/24