

TOWN OF GORDON  
9709 E. County Road Y  
PO Box 68  
Gordon, WI 54838  
715-376-2693

## TOWN HALL RENTAL CONTRACT

Name of Renter: \_\_\_\_\_

Address of Renter: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_ (The Hall premises shall be vacated by 11:00 p.m. unless specific permission is previously granted by the Town Board for a valid reason).

Do you intend to serve alcohol? YES \_\_\_\_\_ NO \_\_\_\_\_ (if 'YES', item #2 of the Hall Rental Agreement must be adhered to)

RENTAL OF: \_\_\_\_\_ Meeting Rental \$10.00 with *limited* kitchen use

\_\_\_\_\_ Hall Rental \$50.00

\_\_\_\_\_ Hall & Kitchen Rental \$75.00

### **The Gordon Town Hall is a NO SMOKING facility**

The renter or organization indemnifies and agrees to hold harmless the Town of Gordon from any claims, demands, damages, action and causes of action of every kind or nature which accrues or have their inception during such renters or organizations occupancy. The renter has read the Hall Rental Agreement and the Hall Contract and agrees to abide by all provisions stated therein.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

# TOWN OF GORDON

## HALL RENTAL AGREEMENT

1. The person using the hall is the 'renter' and is responsible for the general welfare of the building and equipment. If the renter makes a request for an organization, the responsibility then shifts to that organization using the hall.
2. **Alcoholic beverages are allowed, however, no alcohol sales or exchanges for value are allowed without a license issued from the Town. There will be NO UNDERAGE DRINKING and you, the renter, are responsible to see this is enforced. The Town accepts no responsibility for the effects of alcohol by use of the renter, its members, guests or other attendees. If alcohol is served at a large gathering (ie. Wedding reception) you must arrange for the constable or an off duty police officer to be present during the function. Contact Public Safety Officer Jamie Kuffel (715) 816-4166 to make arrangements and for the current fee that will be charged.**
3. Adult supervision is required at all times.
4. **Deposit:** A deposit is required and is refundable, in part or in full, when the facility is clean and undamaged after its use, the hall is securely locked after use, and the key promptly returned. The renter will be notified if all or part of the deposit is retained to cover clean up, repair, damage and/or replacement costs. The renter will be notified of any shortfall in the event that clean up or damage costs exceed the deposit amount and the renter shall be liable for such deficit.
5. **Cleaning and General:**
  - a. Tables and chairs are not to be removed from the building and will be cleaned and put back in proper locations.
  - b. Floors are to be swept and stained or soiled areas wiped up.
  - c. Kitchen dishes, utensils, counters and appliances that have been used will be washed and put away.  
**NOTE:** The equipment is a **DISH SANITIZER NOT A DISH WASHER!!**
  - d. Bathrooms are to be cleaned.
  - e. Check all doors to make sure they are locked; turn off lights and turn down heat.
6. **Garbage:** Garbage may be put in the outside bin. Excessive garbage should be taken to the transfer station. If left, you will be billed for an additional \$15.00. New bags should be put in the garbage containers.
7. **Kitchen Usage:**
  - a. **Provide your own soaps.**
  - b. **Provide your own dish cloths and towels and garbage bags.**
  - c. **Empty and wipe out fridge and freezer (if used).**

Please keep this copy for your reference

Sign up and key arrangements can be made by calling the Town Hall at 715-376-2693 during office hours (M-W-F 9am – 1pm). Keys should be deposited in the red mail drop box outside the Town Hall door and must be returned within 24 hrs.