

TOWN HALL RENTAL AGREEMENT

LANDLORD/PROPERTY OWNER: Town of Sevastopol, Door County, Wisconsin

RENTER Name(s): _____

Contact Person Name/Address: _____

Telephone: _____

Email: _____

EVENT DATE: _____

EVENT DESCRIPTION: _____

Expected Attendance: _____

Approximate Time Needed: _____

PREMISES: Town Hall located at 4528 State Hwy 57, Sturgeon Bay, Wisconsin, and Town land immediately surrounding, except any area(s) marked off.

PRIVATE PARTY RENT & DEPOSIT:

Resident \$ 100 Rental plus \$100 Security/Cleaning/Key Deposit = \$ 200

Non-Resident \$ 150 Rental plus \$100 Security/Cleaning/Key Deposit = \$ 250

SEVASTOPOL COMMUNITY BASED ORGANIZATIONS RENT & DEPOSIT:

Resident \$ -0- Rental plus \$100 Security/Cleaning/Key Deposit* = \$ 100

*In the case of a non-profit Community based group or organization that has a series of meetings and has established a good record for leaving the premises clean and without damage, the deposit fee may cover up to one year's use.

The Town Board may approve an organization to use the premises, and/or has given approval to past groups that have used the premises for social, governmental or educational purposes.

DEPOSIT: A deposit is required and is refundable to any group, person or organization, in part or in full, whenever the facility is clean and undamaged after its use, the hall is left securely locked after use, and key promptly returned to the Clerk or designated Town officer. 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 contact person will be notified of any shortfall in the event cleanup or damage costs exceed the deposit amount and the Renter shall be liable for such deficit. An exception would be damage or loss caused due to an act of God and outside the Renter's control.

RENT: "Resident" shall be a person who resides in the Town of Sevastopol or an organization that is based in the Town of Sevastopol. The rental fee is for each calendar day/24-hour period of use, unless otherwise approved. All rental fees and deposits shall be paid at the time the facility is reserved.

CLEANING: In situations where the Renter does not want to clean the facility after use, the Town will arrange for a cleaning service to act in its behalf. The normal security and cleaning charge is increased to a non-refundable \$200. This deposit is required at the time the reservation is made and accepted.

PRIORITY USE: Sevastopol Town Board functions or other governmental uses deemed appropriate by the Town Board shall have first priority for use of the facility and may override availability of dates. Every effort will be made to reduce conflicts with public uses.

PARKING: Parking shall be allowed only in lawful, authorized, developed parking areas provided at the site. Parking shall not be harmful to vegetation or natural areas on site.

BAD CHECK CHARGE: The Town clerk shall add \$35 to any dishonored check when collecting rental and/or deposit fees. When any person has previously defaulted on payment or lost the deposit due to cleanup or damage, no new rental shall be approved until the current rental/deposit fees and any past due debt are paid by cash, cashier's check, postal money order or other secure means.

PURPOSE: The hall is available for social gatherings or meetings of organizations that do not advocate overthrow of the democratic form of government, elected representative forms of government (republic), or have any interest or action adverse to the Town, such as a legal action or claim. Those organizations that are considered "for profit" will not be considered for facility use.

ALCOHOL, DRUGS: Alcoholic beverages are allowed. The use of any controlled substances is not allowed on the premises. No alcohol sales or exchanges for value are allowed without a license issued from the Town. Landlord accepts no responsibility for the effects of alcohol or other drug use by Renter, its members, guests or other attendees.

HOURS: The hall premises shall be vacated by 11:00 o'clock p.m., unless specific permission is previously granted by the Town Board for a valid reason. Ordinarily, an extension on time for a party would not be considered a valid reason.

ADMINISTRATION: The Town Board has authorized the clerk to execute this lease for Landlord. If the clerk is uncertain whether the Renter fits within the permitted terms, or if the Renter wishes to appeal any clerk decision, the Town Board shall rule on the issue at its next regularly scheduled meeting where the item is timely placed on the agenda. Both the clerk and the Town Board have the right to demand full completion of an application form for a new or unknown group whose purpose is not clear.

DECORATION: Renter shall not remove anything from the walls or the building. Renter may not permanently affix any object by nailing, screwing, bolting or other means that will damage the building or its components in any way by weakening, marring or negatively affecting the appearance thereof. Tape or other means, when no removal problem is created, are acceptable. No painting, staining, plastering or wall, ceiling or window alteration is allowed without the express prior consent of the Town Board.

SMALL CONFERENCE ROOM: This room is available without charge to Sevastopol based groups, organizations or individuals using the same guidelines for cleanliness and use as the main meeting room, with the exception that no alcohol is to be served. There is a refundable \$25 security/cleaning/key deposit. Use of the kitchen facility/area is not included.

TRASH & REFUSE: Renter shall remove all waste generated by the event.

WAIVER: Renter understands that use of the Town hall is at Renter's risk. Landlord does not provide consistent supervision, though a Town official may enter the premises to check the site as a condition of this lease during, shortly before, or soon after an event. Condition of the premises is not guaranteed, and Renter is expected to provide maintenance during the event to prevent or correct any hazard that may arise.

Renter agrees to leave the facility in the same condition as it was found and further agrees to be responsible for any damage done during use of the Town hall. It is also understood that Renter will be responsible for any extra cleaning necessary after use of the Town Hall. Any accidents or problems should be reported immediately to the Town Clerk 746-1230 or Town Chairman 743-6355. The undersigned responsible party has read the foregoing Rental Agreement and the attached requirements and guidelines pertaining to use of this facility and agrees to abide by all provisions stated therein.

RENTER: _____ **Date:** _____

Printed Name/Organization/Title: _____

- Rent Paid Amount: \$ _____ Date Paid: _____
- Security Deposit Paid Amount: \$ _____ Date Paid: _____

LANDLORD: TOWN OF SEVASTOPOL

By: _____ **Date:** _____

Printed Name/Title: _____

The Sevastopol Town Hall is a NO SMOKING Facility and No Pets are allowed

Town of Sevastopol

4528 State Highway 57, Sturgeon Bay WI 54235

Telephone: (920) 746-1230 Fax: 746-1245 Email: office@townofsevastopol.com

[This rental agreement subject to change; revised 2/23/2011]

TOWN OF SEVASTOPOL

FACILITIES USE RULES

We hope you enjoy the use of the SEVASTOPOL TOWN HALL and COMMUNITY CENTER and we appreciate your cooperation in helping keep this facility safe and clean. Remember, future use of this facility depends on the strict observance of these rules.

1. YOU ARE RESPONSIBLE FOR ANY DAMAGE TO THIS FACILITY.
2. FOR YOUR CHILD'S SAFETY AND PROTECTION:
 - a. All young children and infants should be supervised by an adult while in or around this facility.
 - b. You are responsible for your own safety and the safety of all attendees.
3. IN CONJUNCTION WITH STATE LAW AND TOWN ORDINANCE:
 - a. **NO SMOKING** - this is a smoke-free public building.
4. NO PETS ALLOWED ON THE PREMISES:
 - a. With the exception of service animals, **NO PETS** of any kind are allowed on the premises.
5. ALCOHOLIC BEVERAGES:
 - a. Only lawful use of alcohol is allowed on these premises.
 - b. The Town of Sevastopol accepts no responsibility for the effects of alcohol consumption by you, your guests or other attendees.
6. HEATING & AIR CONDITIONING:
 - a. This building is climate controlled; to change settings, follow directions posted by the thermostat.
 - b. Keep exterior doors and windows closed at all times.
7. KITCHENETTE:
 - a. This facility is to be used only for the serving of food prepared off premises.
 - b. Do not remove any Town owned utensils or small appliances from the building.
 - c. Bring your own towels and washcloths and take them with you when you leave.
 - d. Wipe up all spills immediately.
 - e. Wash, dry and return all utensils and appliances to their proper place.
 - f. Clean the counter tops, sink, refrigerator and microwave.
 - g. Do not put food scraps down the drain.
 - h. Do not leave any leftover food or drinks.
 - i. Do not sit or climb on the counter tops.
 - j. Report any non-working or damaged property.
 - k. Clean and re-line the garbage cans with supplied bags and take your trash with you.

8. HALL & MEETING ROOMS:

- a. Tables and chairs are to be returned to the configuration they were in when you arrived (see diagram above kitchen sink).
- b. Any additional tables and chairs removed from storage are to be returned to storage.
- c. Do not remove tables or chairs from the building; this furniture is not meant for outdoor use.
- d. Do not sit or stand on the tables, windowsills or counter tops.
- e. Do not stand on the chairs.
- f. Wipe up any spills immediately to prevent injury, tracking or staining.
- g. Do not slide tables or chairs across the floor as they could scratch it.
- h. Do not place food or drinks on the windowsills.
- i. Wash and dry all counter tops, windowsills, tables and chairs.
- j. Sweep or dry-mop the floor.

9. DECORATING:

- a. Only table decorations are permitted.
- b. No nails, tacks, tape, etc. are to be used on the walls, woodwork or light fixtures.
- c. All decorations must be completely removed when you leave.

10. WHEN LEAVING:

- a. Restrooms: check to see that all toilets and urinals have been flushed; all water faucets are turned off; and leave in an orderly fashion.
- b. Check that the water faucets are turned off in the kitchenette and utility room.
- c. Check that all windows and doors are closed and locked.
- d. Pick up any trash that may be outside on the parking lot or lawn.
- e. You are responsible for the removal of all trash and recyclables you generated - take it with you when you leave.
- f. Make arrangement for return of key/fob to the town clerk.
- g. Turn off all lights.
- h. Lock all doors.

All cleaning supplies and equipment are located in the cabinet in the utility room by the north door or under kitchen sink.

THANK YOU FOR YOUR COOPERATION

*Town of Sevastopol
4528 State Highway 57
Sturgeon Bay WI 54235*

920-746-1230 / fax 746-1245 / email: office@townofsevastopol.com / www.townofsevastopol.com