

Town Hall Rental Contract

Town of Holland

W7937 County Road MH, Holmen, WI 54636



Office Hours:

Mondays 8 am to 1 pm

Wednesdays 3-6 pm

Thursdays 8 am to 1 pm

All rentals are handled by the Town Clerk
608-526-3354 or clerk@townofhollandwi.org

Rent	Hours	Security Deposit
\$175	8 am* – 6 pm	\$50
\$275	8 am* – 10 pm	\$50
\$350	8 am* - Midnight <i>*earlier times may be arranged</i>	\$75

Rental Date:	Rental Hours:	
Name/Business	Contract #	
Contact Name	Home Phone	Other Phone
Address	City	

RENTAL RULES & REGULATIONS

1. This is a smoke free facility.
2. **PAYMENT:** The security deposit must be paid within two weeks of placing your reservation. This amount will be refunded after the event if there is no damage and/or there are no rule violations. The deposit is in addition to the rental fee. **Cancellation** refund will be made up to 21 days before the event. The full rental fee must be paid by the Thursday prior to the event.
3. **KEY:** During the week prior to the event, **you will pay the rental fee and pick up the key** to the hall (see office hours above). Other times can be arranged but please call ahead. (Note: no clerk hours on Fridays!)
4. **ALARM:** The building alarm will be disarmed during the rental hours (hours to be finalized when the key is picked up). Please do not attempt to enter the building during off hours—a very noisy alarm will go off and the police will be called.
5. **DECORATING:** There is a ladder available for decorating. Please do not stand on chairs or tables. Any tape used in decorating should be fastened to the framework and not to the acoustical tile.
6. **HALL FACILITIES:** Two 39-gallon trash cans provided and lined once [Dumpster outside back door. Additional bags are responsibility of renter]. Appliances include refrigerator, 2 stove tops, oven, microwave and three coffee pots – 12 cup, 40 cup and 100 cup. Banquet chairs and tables provided – (22) 8' long, (4) 6' long and (8) 60" round. Renter provides their own kitchen supplies (towels, dish soap, utensils, dishes, etc.)
7. **ALCOHOL:** Under state law, alcoholic beverages cannot be sold at the Holland Town Hall (without a permit). Beer & wine may be served to guests, but no hard liquor.
8. **CLEAN-UP:** All gifts, food, etc. must be removed before you leave the night of the event. You do not need to take down the chairs and tables or remove decorations (unless you wish to keep them).
9. **LOCK-UP:** When you are finished, lock the Hall and put the key in the drop box (to the left of front door). The building will be secured by our hall attendant.

My signature below indicates that I have read the above information. I accept the responsibility for the observance of all regulations by me and/or my group and any and all damages.

Date _____

Signature _____

Office use only: Date issued _____ Approved by: _____ Date received: _____
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