



Barre Town Hall RENTAL AGREEMENT

Anyone wishing to rent the Barre Town Hall must read, agree to and sign below before the rental takes place. All of the following rules must be adhered to or the renter will be responsible for paying for any damages over and above what the deposit does not cover. The Hall Rental is limited to Town of Barre residents.

- 1) Absolutely NO SMOKING is allowed in the Town Hall.
- 2) No tape, glue or nails on the walls, ceiling or woodwork.
- 3) No open flame candles.
- 4) No confetti or glitter is to be used.
- 5) All tables must be covered with plastic before any projects are done.
- 6) The Town Hall must be left in the exact condition as when rented.
- 7) Carpets and floors must be swept or vacuumed if needed. Kitchen areas must have all food and drink removed and microwave, stove, refrigerator, tables, chairs and counter tops, if used, must be clean of any dirt and residue.
- 8) One of the Town officials will open the hall before your arrival, and you will be responsible to lock the front doors from the inside and exit out the side door and lock it as you leave. This procedure may be different and should be discussed with a Town official at the time of the reservation.
- 9) Should there be any damage, your deposit may be withheld, and depending on the amount of damage, you may be required to pay additional fees.
- 10) NO RUMMAGE SALES.
- 11) Please take your garbage with you.
- 12) Send two separate checks for \$75 each (*you will receive the \$75 damage deposit back in the mail after rental property is inspected and no damage is found*). Questions? Contact Meri @ 608-780-4651

PAYABLE TO: Town of Barre

MAIL TO: Meri McKinney W4194 County Road O, LaCrosse, WI 54601

Print Name _____	Phone (____) _____ - _____
Company/Group Name _____	Date of Rental _____
Email _____	Hours of Rental _____ to _____
Address _____	
By signing below, I agree to the above rental terms.	
Signature: _____	Date: ____/____/20____

- - - - - FOR OFFICE USE ONLY - - - - -

Date Form/Checks Received: ____/____/20____ Fee Check # _____ \$75.00 & Deposit Check # _____ \$75.00

Damage? Describe: _____ Damage Fee \$ _____

Date Fee Deposited: ____/____/20____ Check #: _____ by _____, Town Treasurer