



# Barre Town Hall RENTAL AGREEMENT

Anyone wishing to rent the Barre Town Hall must read, agree to and sign below before the rental occurs. 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.

- 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 nor confetti or glitter is to be used.
- 4) There is no landline phone in the hall, so someone on site needs to have a cell phone for 911.
- 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.
- 9) Should there be any damage, your deposit may be deposited, and depending on the amount of damage, you may be required to pay additional fees including but not limited to, carpet stain removal, garbage disposal, cleaning, etc.
- 10) NO RUMMAGE SALES.
- 11) **Please take your garbage with you.**
- 12) Barre resident fee is \$75, plus a separate damage deposit check for \$75. Barre non-resident fee is \$100, plus a separate damage deposit check for \$100. Both checks are due at least 5 days prior to use (*Your damage deposit check will be destroyed upon inspection of the property if no damage is found. Your date is not secured until form and payment are received by the Town.*)

PAYABLE TO: **Town of Barre**      QUESTIONS?: Text Meri @ 608-780-4651

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

RESIDENT? Yes/No ~ RENTAL DATE: \_\_\_\_/\_\_\_\_/20\_\_ ~ HOURS: \_\_\_\_\_ to \_\_\_\_\_

Print Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ Company/Group Name \_\_\_\_\_

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 # \_\_\_\_\_ Amount \$ \_\_\_\_\_ & Deposit Check # \_\_\_\_\_ \$ \_\_\_\_\_

Damage? Describe: \_\_\_\_\_ Damage Fee \$ \_\_\_\_\_

Date Fee Deposited: \_\_\_\_/\_\_\_\_/20\_\_ Check #: \_\_\_\_\_ by \_\_\_\_\_, Town Treasurer