**Town of Namakagon**

**23845 County Hwy M, Cable, WI 54821**

**Phone 715.794.2651 Fax 715.794.2920**

Town Hall Rental Agreement (Maximum Capacity 153)

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

Time event will begin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time event will end: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Group Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of responsible party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rooms requested: Community room \_\_\_\_\_\_\_\_\_\_\_ Kitchen \_\_\_\_\_\_\_\_\_\_\_

Food and beverage will be brought in: Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_

Town of Namakagon Rental Fee for Groups of more than 25: **$ 100.00**

 Security Deposit: **$ 100.00**

Please submit two (2) separate checks, one for the rental fee and one for the security deposit, made payable to the **Town of Namakagon**. Deposit is refundable following inspection of the town hall by a town official. Town officials determine the standard for cleanliness.

**PAYMENT IN FULL, PLUS SECURITY DEPOSIT MUST BE MADE TO RSERVE THE REQUESTED DATE**

I release, indemnify and hold harmless the Town of Namakagon, Bayfield County, from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed a result of or in connection with this rental, and hereby agree to reimburse the Town of Namakagon for any and all cost to repair any damage that may be caused directly or indirectly to the facility during the time period of occupancy and/or use of said premise.

Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town of Namakagon

Town Hall Clean – up

Check List

General

* + Leave tables & chairs as you find them (do not slide them on the floor)
	+ Sweep floors (broom and pan located in storage closet)
	+ Mop up any spills you might have had with floor cleaner and water
	+ Dispose of trash – (take your trash with you)
	+ Reset thermostat if used to 65
	+ Windows and doors must be locked before leaving

Kitchen

* + Wipe down counters, tables and chairs
	+ Sweep floor
	+ Remove all food and other items brought in
	+ Dispose of trash (take your trash with you)
	+ Ensure dishwasher is off
	+ Do not pour grease or coffee grounds down sink

Rest Rooms

* + Toilets flush automatically, but double check they are left clean
	+ Sweep floor
	+ Wipe sink
	+ Empty trash baskets
	+ Turn off lights Outside Property
	+ Pick up any litter your group may have caused (cigarette butts, etc.)

Final Check

* + Remove all trash from building (take it with you)
	+ Turn off all lights
	+ Lock all exterior doors
	+ Sign & Leave this Form under Clerk’s Office Door

I have personally checked the above items listed. If the town custodian does not feel that the property was cleaned properly my security deposit may be charged or forfeited.

Renter’s Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_