

TOWN OF BAYFIELD
TOWN HALL RENTAL AGREEMENT

User Name/Responsible Party: _____

User Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (Home) _____ (Work) _____

Date of Event: _____ Time – From: _____ A P To: _____ A P

Nature of Event: _____

Approximate # of People: _____ Will Alcohol be served Y N

Is User a Town of Bayfield Resident: Y N Will there be a dance Y N

******* PLEASE READ THE FOLLOWING PROVISIONS AND CONDITIONS OF USE FOR THE *******
TOWN OF BAYFIELD HALL

1. The User/Responsible party listed above agrees to abide by and enforce all specified guidelines and regulations as outlined in the attached sheet.

2. Damages to premises, equipment or properties of the Town of Bayfield caused by User/Responsible party or their guests, either intentionally or through negligence or accident, will be paid for by the User/Responsible party.

3. If due to the nature of the event security is necessary, the cost of required security will be borne by User/Responsible party.

4. Full payment of the Security Deposit is due when the Town Hall Rental Agreement form is submitted. This check will not be cashed unless use of part or all of the money is required. If not cashed it will be returned to you after inspection of the hall and return of the key.

Full payment of the rental amount is due fourteen (14) days prior to the event. Cancellation of the event must be received, in writing, at least ten (10) days prior to the scheduled event, or one half (1/2) of the security deposit will be forfeited.

Payment may be made by check or money order made out to Town of Bayfield. There will be a \$35.00 charge for any returned checks.

5. User/Responsible party agrees to comply with all laws and ordinances.

I have read, understand and agree to the terms and conditions of rental for the Town of Bayfield Town Hall.

Signature of User/Responsible Party

Date

**TOWN OF BAYFIELD TOWN HALL
RENTAL INFORMATION**

SCHEDULE OF FEES:

All day non residents	= \$350.00 + \$200.00 cleaning deposit
All day residents	= \$200.00 + \$200.00 cleaning deposit
Hourly Rental non residents	= \$ 40.00 First hr. then \$20.00 hr (4 hr. total) + \$100.00 cleaning deposit
Hourly Rental fee residents	= \$20.00 First hr. then \$10.00 hr. (4 hr. total) + \$50.00 cleaning deposit.
Hourly rentals will be allowed one (1) hour to set up prior to rental time, and one (1) hour clean up after event.	
Civic groups	= Free (at least one member must be a town resident)
Fund Raisers	= Free for Town Residents

Note: add 5 ½% tax to all rental fees listed above (does not include cleaning deposit).

Note: please pay all cleaning deposits by separate check. If not used it will be returned to you.

KITCHEN:

There is a kitchen available. This includes a refrigerator, electric range, 60 cup coffee maker, silverware, dishes, cups, serving bowls, platters, serving spoons and forks, insulated coffee servers, busing cart and tubs.

ALCOHOL & TOBACCO:

Smoking in the Town Hall is prohibited.

No alcoholic beverages will be allowed at graduation parties.

DECORATIONS:

Decorations are allowed. They will be fastened to the walls only at the 8 foot high continuous strip running around the room and to the hooks located at the end of each light fixture. Fastening can be by tape, string or tacks.

CLEANUP AND REFUSE REMOVAL:

Cleanup of the building and removal of all refuse after the event is the responsibility of the User/Responsible person. Brooms, mops and buckets are available at the hall. Cleanup service is provided at \$15.00 hr. (3 hr. minimum) and will be taken from the deposit if requested. A dumpster is located next to the Town garage for refuse disposal. The key is on the same ring as the hall key.

EQUIPMENT:

No equipment is allowed to leave the building for any reason. This includes, chairs, tables, cleaning tools and kitchenware.

CAPACITY:

The allowed number of occupants in the Town Hall is one hundred twenty five (125). Any excess of this number will require the following:

1. A tent, or similar type enclosure which will be allowed on the lawn to the west of the hall.
2. A port-a-potty for every twenty five (25) persons in excess of 125.

KEYS / SETUP/ CLEANUP:

The key may be picked up at the Town Hall by appointment. Call (715) 779-5019 to arrange pickup. Keys will not be duplicated.

Setup of your event will be allowed on the day prior to your event for all day rentals if the hall is not rented out on that day. Cleanup of the hall may be done on the day after your all day rental if the hall is not rented out on that day.

If the hall is being rented by the hour, setup and cleanup must be done on the same day as the event.

After cleanup is completed, contact Larry Weber at 779-5019. A walk through inspection will be done by the User/Responsible person or designee and a Town Hall official. The key will be returned at this time.

MISCELLANEOUS:

The following items are included with the rental:

15 folding tables	125 folding chairs	12 cup coffee brewer	60 cup coffee pot
bussing cart	5 bussing tubs	17 large serving forks	12 large serving spoons
11 china serving platters	17 plastic water pitchers	18 insulated coffee carafes	
microwave	refrigerator	electric range with oven	

a complete assortment of 9" china plates, 6 1/2" china saucers, china coffee cups, 5" china bowls, glasses, knives, forks (dinner and salad), spoons, glass packet holders

The hall is air conditioned.

The telephone is left in the hall for emergency purposes only. The cost of any calls made, other than for emergency purposes, will be the responsibility of the User/Responsible person.

Make payments to Town of Bayfield, 85080 Gotchling Rd, Bayfield, WI 54814

Contact person is Larry Weber.