

PRIVATE PARTY HALL RENTAL AGREEMENT

Town of Rock Hall
10970 County Road N
Marshfield WI 54449
715-676- 2311

HALL REQUEST FOR THE DATE OF: _____

TYPE OF EVENT: _____

(i.e., graduation, wedding, etc.)

PERSON RESPONSIBLE FOR HALL RENTAL: _____

ADDRESS: _____

PHONE NUMBER(S): Work _____ Home _____ Cell _____

Security deposit in the amount of \$50.00 will be held as a refundable security deposit. The security deposit will be held and mailed back to you after the next town hall meeting that follows your rental date if the town hall, after inspection, is deemed that the hall has been returned to its original condition. Damage to the town hall will be charged to your security deposit. If more than \$50.00 damage occurs, you will be responsible for the balance. This includes inside and the outside of the town hall.

AND

A separate reservation fee of \$75.00 will be charged for the rental of the Town of Rock Hall. Both fees must accompany this rental agreement before the town hall is reserved for you. Please mail to Town of Rock, PO Box 39, Marshfield, WI 54449.

You will need to contact the treasurer to be sure the date you are trying to reserve is available. Keys will not be given out. Please let us know the times you need the town hall open, and someone will make sure the hall is open for you.

I have read, understood the Town of Rock Rental Agreement and rules, and agree with all rules/regulations.

Signature of Person Responsible for Rental

Date Signed

FOR OFFICE USE ONLY

Deposit Received _____ Rental Fee Received _____ Deposit Check Returned _____
Office Calendar _____ Web Calendar _____

Updated 07/13/2022

Town of Rock
Rules & Final Checklist

General Rules for Use of the Town Hall

Scheduling will be done by the Town of Rock Treasurer 651-383-3054

One check for the deposit and reservation fee totaling \$125 payable to the Town of Rock and mailed to: Town of Rock, PO Box 39, Marshfield, WI 54449.

No smoking allowed in the building.

You must furnish all food and beverages.

You may use the kitchen, refrigerator, freezer, dishes, silverware, stove, and oven.

Clean up is the renter's responsibility. The hall and town property must be restored to its original condition including the restrooms. All cleaning supplies are available in the cleaning closet, along with a mop and a broom.

Any damages to equipment, property and/or facility will be charged to the renter.

Please turn down heat or air conditioner before leaving.

Please lock doors after your event. Exit through the side door once the front doors are locked.

Final Checklist

Food in the refrigerator/freezer that you did not bring to your event should not be used or taken.

All garbage and recyclables need to be separated and put into the appropriate outside bins.

Bins are clearly marked for recyclables and garbage.

Put new garbage bags in garbage cans.

Sweep all floors and mop if necessary. In the summertime with high humidity, it is recommended to spot mop as the floors get very slippery and take a long time to dry.

Clean out refrigerator and take your food home.

Wipe down counters, stove, microwave, and sink.

Wipe down all tables and chairs. Stack tables and chairs toward the back of the room.

Turn heat down to 60 degrees if the heat was turned up during your event.

Make sure all lights are out (inside and outside) and all doors are locked.

Thank you for using the Town Hall

If you have any questions or problems, please call Pete Winistorfer at 715-937-8788

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