

TOWN OF SUMMIT

N8495 County Rd H, Gleason, WI 54435

CHAIR AND/OR TABLE RENTAL/USE AGREEMENT

This Rental/Use Agreement is made between the Town of Summit
and _____ (Renter’s / User’s Name).

Date of Use _____ Purpose _____

Number of Folding Chairs Taken _____ Returned _____

Number of Folding Banquet Tables Taken _____ Returned _____

Number of Folding Card Tables Taken _____ Returned _____

Damage noted at pickup _____

Town of Summit residents and people who own property in the Town of Summit are allowed to use the folding tables and chairs from the Summit Town Hall if the hall is not rented on the date(s) of the event. A **\$100.00 deposit** is required, which will be returned only if the chairs and tables are all returned without damage. Please write a check for the Deposit. The check should be written payable to the Town of Summit. A fee of \$35.00 will be charged for any NFS checks. If the **deposit is not sufficient** to cover the repair or replacement of the tables and/or chairs, an **additional invoice will be sent** for the replacement cost of the chairs and/or tables, minus the deposit amount.

All renters/users are required to sign the Agreement. Renters/users not living in or owning property in the Summit Township must have a townsperson co-sign the contract.

Rules for Using the Summit Town Hall Tables and/or Chairs

1. Tables and/or chairs are to be counted and inspected by a Town Board Member or representative before and after a rental and any discrepancy noted. Any damages or missing tables or chairs incurred during rental are the renter’s / user’s responsibility. If

the costs for the repairs/replacement are more than the \$100.00 deposit, you will be billed.

2. Payment is due upon Town Board Member or representative giving access. The Town Hall will be unlocked by the Town of Summit chairperson, or an alternate representative appointed by the Chairperson. **Make arrangements for the return of the tables and/or chairs with the Town representative at the time of pickup.**
3. Renter's / users of the tables and/or chairs are responsible for properly loading and securing the tables and/or chairs in their vehicle or trailer or truck.
4. **Please, DO NOT Write or Draw on tables or chairs with permanent markers or paint.** Renter / user will be charged for replacement.
5. Return all tables and chairs in the condition were found. In the Summit Town Hall there are 8 folding banquet tables, 9 card tables, and 67 folding metal chairs.
6. Return card tables and chairs to the location they were removed from.
7. The Town of Summit shall not be held liable for any injuries or damage resulting from the use of the tables and/or chairs to the renter / user or renter's / user's guests.

I have read this Town Hall Rental Agreement, and I understand and agree to comply with the responsibilities of the Agreement.

Renters Signature: _____ Date _____

Address: _____ City _____ St _____ Zip _____

Phone number for contact _____

Town of Summit Chairperson / representative: _____

Phone: _____

Mail or give to a Town Official:

Contact Info for Town Board members can be found on the Notice Board at the Town Hall or on the Langlade County Website in the County Directory (<https://www.co.langlade.wi.us/departments/county-clerk/county-directory/>)