

## TOWN OF SUMMIT

N8495 County Rd H, Gleason, WI 54435

### TOWN HALL RENTAL AGREEMENT

This Rental Agreement is made between the Town of Summit

and \_\_\_\_\_ (Renter's Name).

Date of Event \_\_\_\_\_ Purpose \_\_\_\_\_

Number attending (approximate) \_\_\_\_\_

Town of Summit residents and people who own property in the Town of Summit are allowed to use the Summit Town Hall for a Rental Fee of \$50.00. A \$100.00 deposit is also required, which will be returned only if the hall and outside area are left in acceptable condition. Please write **two separate checks**, one for the Rental Fee and one for the Deposit. Checks should be made out payable to the Town of Summit. A fee of \$35.00 will be charged for any NFS checks.

***Funeral luncheons and Celebrations of Life gatherings are exempt from the fees.***

All dates will be reserved on a "first-come, first-served" basis. The Town of Summit Board members or representatives have the right to observe and inspect the Town Hall property at any time during its use.

All renters are required to sign a Rental Contract. Renters not living in or owned property in the Summit Township must have a townsperson co-sign the contract.

#### **Rules for Renting the Summit Town Hall**

1. Hall is inspected by a Town Board Member or representative before and after a rental. Any damages incurred during rental are the renter's responsibility. If the costs for the repairs are more than the \$100.00 deposit, you will be billed.
2. Payment is due upon Town Board Member or representative giving access. At the time of the event, the Town Hall will be unlocked by the Town of Summit chairperson, or an alternate representative appointed by the Chairperson. The Town Hall key will not be loaned out to renters of the Town Hall.
3. Vehicles are to be parked on Shepherds Lane or in the Town Hall field if conditions allow. ***No Parking on County Roads H or CC.***
4. Renters shall maintain order and know where the fire extinguishers and the first aid kit are located.
5. **In case of an Emergency call 911.** The renter or a guests should have a cell phone.
6. Bring your own garbage bags and remove all garbage and recyclables (beverage and food containers) from the premises after the event. They can be placed in dumpsters.

The dumpsters are labeled. No garbage is to be left in the buildings or on the grounds of the Town Hall.

7. **Please, NO** decorations are to be placed on the walls, windows, or ceilings.
8. No pets allowed in the buildings, except for Service Dogs.
9. No smoking is allowed in the Town Hall. (Wisconsin Statute 101.123) No cigarette butts may be left on the grounds of the Town Hall property.
10. Renter may not permit alcoholic beverages on the premises without meeting all legal requirements of Federal, State and County liquor beverage laws.
11. No weapons, illegal drugs, or fireworks are allowed on Town Hall property.
12. Renter may ask uninvited guests to leave the premises.
13. No small children shall be left unattended.
14. Remove all your food, beverages, etc. from the refrigerator.
15. Before leaving, sweep the floors and clean up any messes.
16. Leave premises and all fixtures and furniture in the same condition as found.
17. Toilets must be flushed before you leave.
18. Leave all tables and chairs as they were found. In the Summit Town Hall there are 5 wood tables, 8 folding tables, 47 wood chairs, 9 card tables 67 folding metal chairs and 4 padded wooden chairs.
19. Return card tables and chairs to the storage room.
20. Prior to leaving turn heat down to 55 degrees.
21. Shut off stove, refrigerator, and lights before leaving.
22. Close and lock all windows and doors before leaving.
23. Report any injuries or damage to the Town Chairperson.
24. The Town of Summit shall not be held liable for any injuries or damages caused by Renter or Renter'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 \_\_\_\_\_

Good Phone number for contact \_\_\_\_\_

Town of Summit Chairperson or 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/>)