



TOWN OF BUCHANAN
TOWN HALL RENTAL AGREEMENT

N178 County Road N · Appleton, WI 54915

RESERVATION DATE: _____ EVENT: _____

Complete the following information:

Renters Name: _____ Organization Name (if any): _____

Email: _____ Town Resident? Yes [] {Residency Required}

Address: _____ City/State/Zip: _____

Primary Phone: _____ Other Phone: _____

Type of Event: _____ Private Event [] Open to the Public []

Time of Event: ____ am / pm to ____ am / pm (Include setup and cleanup time)

The room must be completely vacated by 11:00 p.m. REMINDER: Our doors are auto open/lock so time of event must be precise to when you will be entering and when you will be leaving as you will be liable for anything that occurs during that time frame. All times are set and if change is needed it must be submitted 2 weeks prior to rental.

MUST BE HERE DURING TIMES LISTED

Maximum # of Participants Expected: _____ (Maximum of 60)

RENTAL INFORMATION:

Must be 2 (two) checks \$75 each or cash

[] Buchanan Town Hall Community Room \$75 {Town Residents Only}
N178 County Rd N (Rental between 8:00am and 11:00pm only)

[] Deposit \$75 / per rental day

TOTAL DUE: \$ _____

PLEASE READ:

Reservations will not be secured unless the above information is complete and accurate. The Administrator and/or Clerk or designee approves all rentals and determines any restrictions, additional fees or waiver of fees. Any person or group wishing to request to reserve a Town facility must submit this completed contract form with appropriate fee and deposit to the Town Office. Requests will be accepted on a first-come, first served basis. CANCELLATION — The full fee and deposit amounts will be refunded if the reserving party cancels the reservation not later than fourteen (14) days prior to the reservation date. Cancellations after fourteen (14) days prior to the reservation date will receive a refund of the full deposit and half the rental fee.

By signing below, I hereby acknowledge that I have completed the above information truthfully to the best of my knowledge, read the above information, received a copy of the Rental Rules & Provisions, and will agree to all said rules, provisions, indemnification and hold harmless governing the use of the Town Hall Community Room.

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Date Reservation Made: _____ Deposit Returned: _____ Staff Initials: _____

Amount Paid: _____ Deposit: _____

Staff Initials: _____



TOWN OF BUCHANAN Town Hall Community Room RENTAL RULES & PROVISIONS

The renter agrees to adhere to the following rental rules and provisions:

1. I am a Town of Buchanan resident and will abide by all the rental rules. The Community Room is not available for weddings & wedding receptions. Bachelor and bachelorette parties. Commercial or retail sales of any type, including rummage sales, craft sales, scrap booking and hobby or collector shows/sales. It is not available for Scout groups for their meeting or parties. The Community Room is not available for rent on holidays or when needed by the Town.
2. I have agreed to pay the Town of Buchanan a \$75.00 security deposit and \$75.00 rental fee.
3. I agree to be responsible for any damage to the facility's tables, chairs, bathroom and kitchen equipment or any other Town property occurring during my rental and will make the town aware of any damage that occurs.
4. I will not place Crockpots, Nescos, or any heating appliance on the plastic tables. These items must be kept on the kitchenette counter. If any damage is done to the tables, your deposit will not be returned.
5. I will **NOT** tape, tack or nail any decorations to the tables, ceiling tiles or tracks, walls, woodwork or hang any decorations on the Town's mailbox. I will not use candles or sprinkle decorations of any type on the tables, counters, floors, etc. including little shapes or glitter (glitter ribbons, decorations, angel wings etc).
6. Do not leave the outside doors to the building propped open!
7. The table & chairs must be put back onto the racks provided.
8. The table & chairs must stay inside the Community Room, they may not leave this area.
9. All cleaning materials and supplies must be brought in by the Renter for clean up after usage. The Town will not provide cleaning materials (pails, mops, brooms, dish towels, soap, etc.)
10. No admission fee, donation, contribution or other charge shall be collected or be permitted to be collected by the Renter where intoxicating liquor or fermented malt beverages are consumed. Renter shall not permit intoxicating liquor or fermented malt beverages to be consumed on the rented premises by any persons who have not reached the legal Wisconsin drinking age. **No alcoholic beverages shall be brought into the Community Room unless a Beer/Alcohol Permit has also been issued by the Town for this rental.**
11. No bands, stereos, or other amplifying devices are allowed in the Community Room except with advance permission from the Town Board.
12. The building will be inspected after each rental and the security deposit will be returned as long as there is no damage to the building, equipment, excessive clean up or any other violation of these rules.
13. Smoking is **NOT allowed** anywhere in the Town Hall building including the entrance or garage areas.
14. **No animals** are allowed in the Town Hall or the park.
15. The room must be left clean and neat when you leave. Garbage should be placed in the dumpster behind the Town Hall.
16. The room must be completely vacated by 11:00 p.m.

INDEMNIFICATION & HOLD HARMLESS AGREEMENT:

The Renter agrees to indemnify and hold harmless the Town of Buchanan, its employees, officials, officers, agents or agents' employees from all loss, damages, liability or claims arising out of Rental Date operations or use of the premises, except to the extent same are caused by negligence or misconduct of the Town of Buchanan.

The Renter agrees to handle, respond to, investigate and defend, at its sole expense, any claim or alleged claim made against the Town of Buchanan, its employees, officials, officers, agents or agents' employees, arising out of the conduct of Rental Date operations and/or use of the premises.

The Renter shall bear all other costs and expenses related thereto. The Town of Buchanan shall have the right to approve any legal counsel selected to defend the Town of Buchanan in such claim or alleged claim.

It is understood by the "Renter" that he/she is held personally liable and responsible for their attendees and for complying with the Rules & Regulations of this Rental Agreement. There will be **NO underage drinking** and I will be responsible to see this is enforced.



"In the Spirit of Town Government"

Town of Buchanan
N178 CTH N
Appleton, WI 54915
Phone: 920-734-8599 Fax: 920-734-9733

TOWN OF BUCHANAN BEER/ALCOHOL PERMIT FOR COMMUNITY ROOM

PERMIT REGULATIONS

1. No admission fee, donation, contribution or other charge shall be collected or permitted to be collected where intoxicating liquor or fermented malt beverages are consumed. No intoxicating liquor or fermented malt beverage shall be consumed on the premises by any person or persons who have not attained the legal drinking age of 21 years.
2. No bands, stereos, or other amplifying devices are allowed in the Community Room except with permission from the Town Board.
3. All debris is to be disposed of by Renter in the proper place.
4. Smoking is not allowed anywhere in the Town Hall building, which includes the garage areas or any Town owned vehicles.

INDEMNIFICATION & HOLD HARMLESS AGREEMENT

The undersigned agrees to indemnify and hold harmless the Town of Buchanan, its employees, officials, officers, agents or agents' employees from all loss, damages, liability or claims arising out of operations or use of the premises, except to the extent same are caused by negligence or misconduct of the Town of Buchanan.

The undersigned agrees to handle, respond to, investigate and defend, at its sole expense, any claim or alleged claim made against the Town of Buchanan, its employees, officials, officers, agents or agents' employees, arising out of the conduct of operations and/or use of the premises.

The undersigned shall bear all other costs and expenses related thereto. The Town of Buchanan shall have the right to approve any legal counsel selected to defend the Town of Buchanan in such claim or alleged claim.

It is understood by the undersigned that he/she is held personally liable and responsible for their attendees for complying with the Rules & Regulations of this Beer/Alcohol Permit.

THIS PERMIT IS ISSUED TO:

NAME: _____ DOB: _____

ADDRESS: _____

PHONE: _____

DATE & REASON FOR PERMIT: _____

I have read the above permit regulations and understand them completely. I/we agree to abide by these regulations.

DATE: _____

SIGNED: _____

TOWN OF BUCHANAN

CHECKLIST FOR TOWN HALL RENTAL

PLEASE MAKE SURE TO COMPLETE THE FOLLOWING BEFORE LEAVING:

- WIPE DOWN TABLES AND CHAIRS
- WIPE DOWN COUNTERTOPS AND MICROWAVE IN THE KITCHENETTE
- REMOVE ALL OF YOUR FOOD FROM THE REFRIGERATOR/FREEZER
- REMOVE/SWEEP UP ANY DECORATIONS
- RETURN TABLES & CHAIRS TO THE STORAGE RACKS
- SWEEP FLOOR, (MOP IS AVAILABLE ALSO IN BROOM CLOSET) PLEASE PICK-UP WHATEVER IS SWEEP UP & THROW OUT WITH THE GARBAGE – DUST PAN IS IN BROOM CLOSET
- BE SURE TOILETS ARE FLUSHED IN BATHROOMS
- TAKE ALL GARBAGE OUT OF BUILDING TO DUMPSTER LOCATED IN BACK OF BUILDING BY REAR NORTH SIDE OF PARKING LOT & PUT CLEAN GARBAGE BAGS IN CANS (MORE ARE LOCATED IN THE LOWER LEFT CABINET)
- TURN OFF ALL APPLIANCES & LIGHTS
- MAKE SURE REAR & FRONT ENTRANCES ARE LOCKED AND ALL WINDOWS ARE CLOSED AND LOCKED

PLEASE KEEP IN MIND THAT YOU ARE RESPONSIBLE FOR THE FOLLOWING:

- BRINGING DISH TOWELS, DISH SOAP & DISH CLOTHS IF YOU PLAN TO WASH YOUR DISHES
- BRINGING YOUR OWN COFFEE & CONDIMENTS
- BRINGING ANY SERVING UTENSILS INCLUDING PLATES, CUPS, SILVERWARE, ETC. THAT YOU WILL NEED
- SETTING UP AND TAKING DOWN TABLES & CHAIRS