



**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.

**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.
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. 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.)
9. 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.
10. No bands, stereos, or other amplifying devices are allowed in the Community Room except with advance permission from the Town Board.
11. The building will be inspected after each rental and the security deposit will be returned at the time the key is turned in to the Town Hall office as long as there is no damage to the building, equipment, excessive clean up or any other violation of these rules.
12. Smoking is NOT allowed anywhere in the Town Hall building including the entrance or garage areas.
13. No animals are allowed in the Town Hall or the park.
14. The room must be left clean and neat when you leave. Garbage should be placed in the dumpster behind the Town Hall.
15. 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.