

**Town of Atlanta
N5200 Hwy 40, Bruce WI 54819**

REQUEST FOR RENTAL OF TOWN HALL/AGREEMENT FORM

Event: _____

Date of Event: _____

Time of Event: from _____ am/pm to _____ am/pm

Person responsible for rental:

Name: _____

Address _____

City: _____ St: _____ Zip: _____

Phone #: _____ Email: _____

Please send to: Town of Atlanta, Po Box 324, Bruce, WI 54819 with two separate checks; \$25.00 for use of the Town Hall and \$75.00 deposit

Person signing this agreement will be held responsible and asked that the following rules be followed:

- No smoking inside the building
- All garbage generated by the event must be removed from hall and taken away from the property
- Building must be left in the same condition as it was found
- Service dogs allowed in the town hall, no other pets
- Please put your recycle items in the proper container
- No using thumb tacks or tape on the walls

The following items are available for use at your event:

- Stove, Refrigerator & Microwave... coffee pot and carafes
- Tables & chairs

Rental fees & conditions:

\$25.00 for use of the Town Hall (per day)
\$75.00 deposit (two separate checks to Town of Atlanta)

1. The fee may be waived at the discretion of the town board. For example: Girl or Boy Scouts, 4-H clubs or other non-profit organizations. (\$75.00 deposit is still required)
2. If the town board agrees that the renter has fulfilled the terms of the lease, the deposit will be returned after the next town board meeting.
3. The renter will not be provided keys for the town hall. The office, storage, fire room and utility room will not be available for use.

Rental Agreement (pg. 2)

4. The Atlanta Town Board reserves the right to refuse use of the town hall on all or specific scheduled days and is responsible for informing the renter at least a week before a rejected scheduled day. The renter does not pay for any rejected date.
5. The renter accepts the Atlanta Town Hall in its present condition and will return the Town Hall to the same condition after each use. The renter agrees to remove any garbage or other refuse.
6. The Town of Atlanta is neither responsible nor liable for personal property, damage or loss. It is agreed by both parties that the Atlanta Town Hall is not to be considered a security building.

Maximum Capacity: No more than 49 persons shall be permitted in the Hall at one time.

Building will be unlocked by a town supervisor at the beginning of the event and locked up at the end of the event. Rental includes use of the main hall, kitchen and bathroom area.

If you are going to serve alcoholic beverages, by signing this application you release the township of any and all damages and claims.

The renting party is responsible, and upon demand shall pay the Town of Atlanta for any and all damage to the Hall that arises from or is related to the rental of the Hall by the renting party. This includes, but is not limited to, damage to the restroom, tables, chairs, lights, kitchen equipment, or any other property owned by the Town of Atlanta.

The Town of Atlanta and its elected officials will not be held responsible for any injuries, illnesses or accidents incurred by anyone attending an event at the Town of Atlanta Hall.

Signature of applicant

Date: _____

Approved by an elected town official on _____

Special requested items: _____

Check rec'd: _____ Ck.#: _____ Amount: _____

Deposit check rec'd: _____ Ck.#: _____ Amount: _____

Questions? Please contact one of the Town Hall Supervisors:

Town Chair:	Steve Tiegs	715-868-5727
Supervisor:	Arian Knops	715-868-2886 (715/415-3648)
Supervisor:	Garret Lockburner	715-790-5885
Town Clerk	Joan Leer	715-868-1971 or atlantatownclerk@yahoo.com