

Town of Liberty Rules for Town Hall Rental

- 1) You must be a Town of Liberty resident to rent the Town Hall. No third party rentals (resident must be present).
- 2) Reservations may be made up to 1 year in advance.
- 3) Reserve the date with the Town Clerk. You will get a list of rules to be signed. Please return bottom section with payment prior to the Town Hall rental date. (Rules are also posted in the Town Hall.)
- 4) The custodian will open the Town Hall the day of rental at the time indicated by resident.
- 5) Resident is responsible for condition of the Town Hall when finished; floor swept, floor mopped, spills wiped up, and tables and chairs put back in their original location.
- 6) No dancing, live music, or D.J.'s allowed.
- 7) No more than 110 persons allowed in the Town Hall.
- 8) Nothing for profit will be allowed.
- 9) Fee for use is \$50 plus \$50 deposit (2 separate checks please). Deposit will be returned after the Board inspects the Town Hall to ensure compliance with stated clean up rules. Your deposit fee may be retained if the Town Hall is not cleaned properly.
- 10) No smoking in the building.
- 11) No Town Hall furniture may be taken outside.
- 12) All garbage must be taken with you, including bags in containers in kitchen, bathrooms, hallway, and nothing left outside or burned. Do not leave dirty diapers in bathrooms.
- 13) Building and grounds must be vacated by 10:00 p.m.
- 14) You are liable for any damage - broken or damaged articles must be paid for.
- 15) No sitting on tables.
- 16) No decorations are to be mounted on the ceiling.
- 17) Town of Liberty not liable for injury or accident.
- 18) Resident renting the Town Hall is in charge of responsible drinking.
- 19) Failure to comply with these rules will result in refusal for permission to use the Town Hall again.

****Please be advised there is no LAN line telephone service at this facility****

Contact numbers:

Julia DeGroot, Town of Liberty Clerk (reserves Town Hall for Rental) 427-0071

Mike Krause, Town Hall Custodian (opens/closes Town Hall) 268-8534

Fran Vorachek, Town of Liberty Chairman 982-6861

Return bottom portion with: (1) \$50 check for rental & (1) \$50 deposit check.

Make checks payable to: **TOWN OF LIBERTY.**

Mail to: Julia DeGroot, Clerk, W9382 County Road S, New London, WI 54961.

I have read the above rules and agree to abide by them. Failure to do so will result in loss of deposit.

Resident Printed Name & Signature

Resident Address

Resident Phone#: _____

Date of Rental: _____

Time to open Hall (normally 9:00 a.m.) _____ Time to close Hall (by 10:00 p.m.) _____