

TOWN OF SIGEL

RENTAL OF MUNICIPAL CENTER

RENTAL DATE _____

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

RENTAL FEE PAID

DATE _____

AMOUNT _____

RULES & REGULATIONS

Maximum attendance is 50-75 persons.

The rental fee of \$350 for Town of Sigel Residents or \$450 for Non-Residents is to be paid when the contract is signed and paid in cash or in check written to the Town of Sigel.

In addition to the \$350 or \$450, an additional \$250 (cash or written in a separate check) to be considered a Security Deposit that will be returned once the final cleaning inspection is completed by the Janitor, is required. If the final cleaning inspection does not pass, the Security Deposit will be retained.

Decorations (glued, taped, or tacked) will not be permitted on the walls or ceiling.

The renter assumes full responsibility for personal liabilities.

No hard liquor will be allowed in the hall or on the grounds.

All temperature and lighting controls are handled by the janitor only.

The renter assumes full responsibility for all personal property on the premises.

Kitchen towels are to be supplied by the renter or the caterer.

No fires are permitted on the grounds.

At no time will any exit door be blocked.

Premises will be vacated at 1:00 AM of all people and personal belongings.

Clean-up must be done by 11:00 AM, the day following the scheduled event.

Floors must be swept and garbage placed in receptacles that are provided in the hall.

Grounds shall be policed for paper, refuse, and damage upon leaving.

There is no smoking allowed in the hall.

The bathrooms must be cleaned by the renter along with the scrubbing of the bathroom floors.

No helium balloons are allowed in the hall.

The final cleaning inspection will be made by the janitor.

The undersigned agrees that any damage occurring to said premises, over and beyond reasonable wear and tear, shall be the responsibility of the renter. If damage exceeds the rental fee, the renter will be liable for the total amount of the damage.

The sum of \$350.00 or \$450.00 is hereby tendered to said Town of Sigel to bind this agreement in cash or in two checks – one in the amount of \$350.00 or \$450.00 and one for \$250.00 for a security deposit.

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Renter's Signature

Date

Janitor

Sandra Nieman, Clerk
6403 County Rd S
Rudolph, WI 54475
(715-435-3757)

(Contact janitor to arrange opening of the hall)
Michael Schwake
(715-435-3174)

(Send rental fee to the Town Treasurer)
Dawn Larson, Town Treasurer
6053 County Rd S
Wisconsin Rapids, WI 54495-9212