

Village of Cashton

811 Main Street Cashton, WI 54619

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Tammy L. Bekkum

Village Clerk- Treasurer

Tamlynn@villageofcashton.org

COMMUNITY HALL RENTAL AGREEMENT

EVENT: _____

Date Reserved: _____

Contact Person: _____

Phone: _____

Address: _____

Will you need the cooler on? Yes No

Payment for the hall includes: Chairs/Tables/Kitchen area after 2 pm on weekdays & final cleanup expense.

Amount: _____

Paid: _____

Amount Due: _____

RULES

1. There will be no taping on the walls and/or thumbtacks/nails or push-pins on the wall. Please use the bulletin boards and dry erase boards and please do not tape on the bulletin boards or you will be charged for the replacements.
2. Trash is to be bagged and placed inside the entryway across from main doors. Recyclables shall be separated. Glass Bottles are not to be used for sale or distribution of drinks. Wine Coolers or beverages must be sold or given out in plastic containers (cups) Glass bottles may be used in kitchen and behind bar only.
3. The renter agrees to pay for additional damages from misuse of the Community Hall. Example: Broken Chairs, tables, racks, items missing or damaged, damaged walls, etc. Failure to pay will result in legal action.
4. Helium balloons, effective September 30, 2005 will not be allowed. This creates a malfunction in the fan motors. Therefore, if balloons get caught up in the fans and this creates a problem with the fans working, there will be a charge for their repair.
5. **RENTERS ARE EXPECTED TO REMOVE ALL PERSONAL ITEMS, BAG GARBAGE AND PLACE BY ENTRYWAY, WIPE TABLES BEFORE PUTTING IN STORAGE, REMOVE ALL FOOD AND BEVERAGES AND DECORATION. CLEAN UP ANY SPILLS AS THEY OCCUR.**

I have received a copy of the Community Hall Rules and Regulations and agree to be responsible for the above contract.

Signature: _____ Date: _____ Phone: _____

After hours, please contact Dave or Tammy at 608-487-7100. You may email Tammy at t.bekkum@villageofcashton.org

Community Hall Reservations, Fee, and Keys

1. All reservations must be made with the Village office.
2. Reservations are on a first come first serve basis.
3. Rental price for Community Hall is \$350.00 per day. \$50 per day decorating/ un-decorating.
4. In order to reserve the Community Hall, \$50 deposit must be made within 30 days of reservation, along with rental agreement and full amount paid prior to event.
5. Reservations cancelled a minimum of 90 days before event will warrant refund.
6. Arrangements shall be made through the Village Office for the Keys for Community Hall.
7. Deposit for a Key is \$25; on return of key within 24 hours after event the deposit will be refunded.
8. Items in kitchen are property of Senior Center and are NOT to be used by others.

Community Hall Rules

1. Smoking is prohibited in building.
2. Sitting or Standing on tables is prohibited, along with standing on chairs.
3. Chairs, tables, racks may not be removed from the premises.
4. Facility will be rented as is, furnishing and fixtures will not be moved.
5. Facility must be cleaned, vacated and locked by a pre-determined time.
6. The person in charge must be 18 years of age for any activity.
7. It shall be the responsibility of the person in charge of event to obtain any necessary permits or licenses required and to abide by all state laws, as well as all Village ordinances, resolutions and policies.
8. A Village of Cashton Police Officer or Village Employee shall of the right to enter the premises at any time.
9. The Village of Cashton is not responsible for any articles left, lost, or stolen and the premises.
10. The Village of Cashton shall not be liable for any injuries, death, or property damages arising out of the use by the renter of the Community Hall; the renter agrees to hold the Village harmless.
11. Chaperones are required for any civic or social activity where minors are present.

Community Hall Decorations, Beer

1. Decorations are permitted in the Community Hall.
2. There will be no taping, nails, thumbtacks, or push-pins on/or in the wall.
3. If event was organized by invitation and the beer is given away (free), the license is not required. The renter is responsible for activates that take place.
4. Glass bottles are not to be used for sale or distribution of drinks. Wine coolers or beverages must be sold or given out in plastic containers (cups). Glass bottles maybe used in kitchen and behind bar only.

Community Hall Renter Clean-up

1. Activities must be over and facility, vacated, and locked within a pre-determined time.
2. Responsibility of renter/ users to:
 - Wipe, clean and dry all tables and chairs (if used)
 - Clean up any spills, food, etc.
 - Put all garbage and recycling in bags, containers provided.
 - Tie bags and place in entryway
 - Recycling and garbage should be in bags, containers provided.
 - **DO NOT USE SOAP OF ANY KIND ON HALL FLOOR**
 - All food must be removed
 - All lights are to be turned off. Note: Lights switches for main hall are located on right wall of stage.
 - All doors should be closed and properly locked
 - All chairs/tables should be placed on the racks provided and stored neatly in storage area. **NO RACKS ARE TO BE OUTSIDE THE BUILDING.**
3. The renter agrees to pay for additional damages from misuse of Community Hall:
(Example: Broken Chairs, tables, racks, items missing, damaged wall, etc.) Failure to pay will result in legal action.
4. Renters are expected to remove all personal items.

Rental Includes

1. Sweep all floors, stairways, balcony
2. Village will arrange for scrubbing of floors
3. When finish the community hall should look clean for the next group that has it reserved