

TOWN OF EAU GALLE

TOWN HALL RENTAL AGREEMENT

Name of Group or Person _____

Number in Group _____

Rental Date _____ Rental Time _____

Responsible Person _____

Name

Address

City

Telephone

RENTAL FEE: **Resident of Town of Eau Galle (over the age of 21):** \$100 + \$150 (Deposit)

Two separate checks – Deposit fee will be returned if clean.

Non-Resident of Town of Eau Galle (over the age of 21): \$150 + \$150 (Deposit)

Two separate checks – Deposit fee will be returned when if clean and undamaged.

Clean-up includes Take your garbage with you, Sweep the floor (mopping if needed)
Wipe down Kitchen and put back any utensils

Rules

1. The Town Board reserves the right to refuse rental to any person or group
2. Previously granted permission may be withdrawn at the discretion of the Township at any time
3. Refreshments (food and beverages) may be brought in, if requested at the time of application
4. No cover charge or alcohol sale may be imposed if alcohol is served. The users are reminded that it is their responsibility to ensure that only invited guests of legal age are provided alcohol and that alcohol is provided free of charge.
5. You must assume liability for all damages to the property/Town Hall
6. Nothing may be affixed to the walls, without prior permission. (No scotch tape)
7. The inside premises is a **NON-Smoking**.
8. Cancellation of rental agreement needs to be 48 hours in advance of the event. If the cancellation is less than 48 hours, the deposit payment is non-refundable.
9. The building code limits the number of people to 95.
10. The office, storage room and shop are locked.
11. You must be out of the building by 12:00 midnight.

I, the undersigned, agree to the above rules.

Make both rental fee and deposit check payable to "Town of Eau Galle" and send to:

Martha Hartung – Town Clerk

N2265 County Road C

Elmwood, WI 54740

Adopted: 12/9/2024