

Town of Herman
Town Hall Rental Agreement
N5628 County Rd U
Shawano, WI 54166

This agreement between the Town of Herman and _____, Town of Herman Resident or Land Owner, 18 years of age or older shall govern use of the Town Hall on date and time listed below.

Resident/Land Owner is authorized by the Town of Herman to utilize the hall and restroom facilities on Month _____, Day _____, Year _____, between hours of _____ and _____ for the purpose of _____, subject to the following conditions.

1. Soft drinks, punch, wine coolers, and beer may be dispensed.
2. Sale of beverages is prohibited.
3. Prepared food to be provided by renter or caterer.
4. The rent is responsible for the following:
 - a. Disposal of eating utensils, food and any other garbage.
 - b. Clean floors, restrooms, kitchen area, chairs and tables.
 - c. Return tables and chairs to original arrangement.
 - d. Clean up outside lawn and parking lot.
 - e. Any damage to the facilities.
5. A \$50.00 fee shall be paid at time of agreement. If damages are incurred the cost will be determined by the Town board and billed to the renter, if payment is not received the cost will be added to the tax roll.
6. Doors must be closed and locked by 12:00 am.
7. No long distance calls are allowed.
8. The Town of Herman reserves the right to reject any application for use of the Town Hall.

Rental Agreement by:

Town of Herman Representative _____

Town of Herman Resident/Land Owner _____

Address _____

Telephone Number _____

Smoking in the Town Hall is Prohibited