

Town of Herman

TOWN HALL RENTAL AGREEMENT, RULES, AND REGULATIONS
N5628 County Road U
Shawano, WI 54166

The Town Hall may be rented to residents and/or landowners of the Town of Herman or Non-residents by contacting Brenda Cerveney at (715) 701-2156 for available dates. Rental fees must be paid in advance. See rates below:

Town of Herman Resident or Landowner: \$60.00 per day

Non-Resident: \$100.00 per day

Security Deposit: \$50

Please make out two separate checks payable to the order of **Town of Herman**; one for the security deposit and one for the rental. After inspection, the security deposit check will be returned if there are no damages or extra cleaning needed. Complete this rental agreement and send with payment to:

Brenda Cerveney, Town of Herman Clerk, PO Box 63, Leopoldis, WI 54948

This agreement between the Town of Herman and _____, 18 years of age or older shall govern use of the town Hall on Month _____ Day _____ Year _____ between the 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 renter 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 table and chairs to original arrangement.
 - d. Clean up outside lawn and parking lot.
 - e. Renter is liable for any unreasonable damage to the facility.
5. A \$60.00 fee and a \$50.00 security deposit for Town resident or landowner, or \$100.00 fee and \$50.00 security deposit for non-residents must be paid at time of agreement.
6. Doors must be closed and locked by 12:00am.
7. No long-distance calls are allowed.
8. Be sure lights are off and windows and doors are locked.
9. Set thermostat to 75 degrees during cooling months and 55 degrees during heating months.
10. Key should be left on the counter.
11. The Town of Herman reserves the right to reject any application for use of the town hall.

The person(s) signing this form has permission to use the town hall and shall be responsible for conforming to the conditions set forth above. I (we) have read and understand the rules and regulations for use of the Town of Herman Hall.

Printed Name: _____ Signature: _____

Address: _____

Phone: _____ Date: _____

Town of Herman Representative: _____

Application received on: _____

SMOKING IN THE TOWN HALL IS PROHIBITED