

Town of Bangor, La Crosse County
TOWN HALL RENTAL AGREEMENT

Rentals will be handled by the Town Clerk - clerk@townofbangor.wi.gov

Private Party, Town of Bangor resident: \$50 +\$50 security deposit

Non profit, Resident: No fee (donations accepted), \$50 security deposit

Rental Date	Time needed	
Name/Organization	Total Hours	Number People
Contact Name	Phone	Email
Address	City, State, Zip	

RENTAL RULES

- 1. This is a smoke free facility.**
- 2. PAYMENT:** Reservations for usage are confirmed only when security deposit is received, this must be paid within two weeks of placing your reservation and this agreement is on file at the Town Hall. The security deposit will be refunded after the event if there is no damage and/or there are no rule violations. Deposit checks will be shredded or can be returned with a self-addressed stamped envelope. The full rental fee must be paid when you pick up the key. Checks to be made payable to Town of Bangor.
- 3. KEY:** Key will be available during designated time and at that time rental fee will be due. To arrange key pickup, contact the Town Clerk at clerk@townofbangor.wi.gov
- 4. DECORATING:** There is a ladder available for decorating. Please do not stand on chairs or tables. Any tape used in decorating should be fastened to the ceiling framework and not to acoustical tile.
- 5. HALL FACILITIES:** One 30-Gallon trash can is provided and lined once. Additional bags are the responsibility of the Renter. The kitchen includes the following for use: Refrigerator/freezer; microwave, coffee pot. Banquet chairs and 5 - 8ft banquet tables are available. Renter will provide their own kitchen supplies like towels, utensils, dishes, paper products, coffee, etc.
- 6. ALCOHOL:** Under state law, alcoholic beverages CANNOT be sold at the Bangor Town Hall (without a permit). Beer and wine may be served to guests, but no hard liquor.
- 7. CLEANUP:** Everything is expected to be clean before leaving the building. Town will provide dish soap, vacuum, broom, but renter will need to provide own dish rags/towels. If you used any of the Town's towels you must launder and return them as soon as possible. All gifts, food, and decorations, etc must be removed before you leave the night of the event. Tables and chairs are to be left in the layout they were found. Tie up used trash bags and take to the Town Dump. Do not leave in the kitchen.
- 8. LOCK UP:** When you are finished, lock the Hall and leave the key on the kitchen counter. Double check the door is locked behind you.

My signature below indicated that I have read the above information. I accept the responsibility for the observance of all regulations by me and/or my group and any and all damages.

Date _____ Signature: _____

Date Received	Security Deposit check #	Fee Check #
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