

Address:

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**TOWN OF NIAGARA**  
**W6889 US Hwy 8, NIAGARA, WI 54151**  
**MARINETTE COUNTY**  
**(mailing address: N22380 Hansen Rd.**  
**Niagara, WI 54151**  
**TOWN HALL RENTAL AGREEMENT**

Office use only:

Paid \$ \_\_\_\_\_

Ck # \_\_\_\_\_

Refund \$ \_\_\_\_\_

It is hereby agreed between the Town Board of Niagara and

\_\_\_\_\_ (hereinafter called "lessee") phone # \_\_\_\_\_

to rent the Town Hall for a fee of \$ \_\_\_\_\_ of which \$ \_\_\_\_\_ will be  
refunded when the key has been returned and the premises has been found in good order.

This agreement is for the following purpose and not otherwise:

\_\_\_\_\_ for the period of

(DATE) \_\_\_\_\_ (TIME) \_\_\_\_\_

It is also agreed by the above named parties that the following conditions will be met:

1. The lessee is responsible for maintaining law and order both within and outside the building at all times. This includes enforcing the NO SMOKING policy within the Town Hall.
2. The lessee will be responsible and reimburse the Town of Niagara for any missing articles or any damages caused by anyone connected with the rental, or attending the function. This includes but is not limited to damages to the walls, lawn, benches, fixtures, doors, etc.
3. The lessee is responsible for returning the premises back to the general conditions of cleanliness and repair to which it was found (i.e. garbage removed from premises, floors swept and mopped, bathrooms cleaned, decorations taken down, the outside lawn and parking area cleaned up, heat adjusted, tables and chairs cleaned and put back, lights turned off, etc) Failure to comply may result in a forfeiture of part or all of the refund or extra charges incurred (see check list on the back of contract for more specifics).
4. The lessee, once in possession of the hall door key, will be responsible in keeping the hall secure. All doors must be locked and the key left in the kitchen once the conclusion of the function and the cleaning are complete. DO NOT REMOVE ANY ITEMS WITHIN HALL.
5. The phone in the kitchen is for local or emergency calls only. Any additional phone charges incurred during time of rental will result in a forfeiture of part or all of the refund.

The Town of Niagara is not liable for any accidents, injury, underage consumption, or legal or civil action taken as a result of alcoholic beverages being served at the Town Hall at any time.

The lessee, by his/her signature, further agrees to hold harmless, indemnify, and defend the Town of Niagara, its agents, its employees, Town board and representatives, from any/all claims, lawsuits, damages, defense, or other costs resulting from use of the premises. The lessee, by his/her signature below also agrees to abide by all the conditions, rules, and regulations listed above and on the back side.

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Town Clerk - signature

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Date

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Lessee – signature

**Make a copy of this agreement and checklist for your records**

## **Check list to complete:**

- ✓ Turn the heat down to 50°-60° in the winter and the air conditioning to OFF and temperature to 75° in the summer (fan to AUTO)
- ✓ Take all your garbage with you – don't forget the bathroom!
- ✓ Clean the hall to the state you received it
  - Wipe down tables and any spills on chairs
  - Put chairs on rack at the end of hallway
  - Put tables in cubby hole in the hallway
  - Fold and put the 3 school tables in the front corner of the hall
  - Do any necessary sweeping or mopping
  - Replace garbage bags
  - Clean and wipe down bathroom and kitchen as needed
  - Take down all decorations (any use of tape, command strips, putty, or nails in the walls will result in all or partial denial of refund)
- ✓ Turn all the lights off (except in the entrance way for the light with the motion detector)
- ✓ Latch the one side of the glass doors for the outside entrance (the one with the side latches) and leave the other side unlocked for people to read the bulletin board (the one with the bolt).
- ✓ Latch and lock the second set of glass doors coming into the hall.
- ✓ Leave the key in the kitchen
- ✓ Lock the kitchen door as you leave.