

Address:

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

Office use only:

Paid \$ _____

Ck # _____

Refund \$ _____

Ck # _____

TOWN HALL RENTAL AGREEMENT

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.
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 turned down, 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.
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.
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.
6. Any ruts in the lawn 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, it's agents, it's 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.

Town Clerk - signature

Date

Lessee - signature