Hall Rental Reservation Agreement

Date(s)
Requested_____
Estimated Time(s) Requested from_____to_____
Estimated attendance_____
Reason for rental? _____
Name_____
Address_____
_____
Phone # _____ 2nd #_____

Rental Fees.

For 1-4 hours rental fee is $25.00/hour plus a $50.00 deposit.
Anything over 4 hours will be a flat $150.00 plus a $150.00 deposit.
(Deposit will be returned after hall is cleaned and inspected).

- Additional Fee of $ 25.00 for kitchen use.
- Additional Fee of $ 25.00 for plugging into electricity for a beer truck or trailer or other refrigerated units.

The person named for being in charge of the event for which this agreement is issued, by payment of the fee and/or accepting the agreement, **hereby agrees to accept the responsibility for the care and preservation of the property used.**

The person further agrees that, if in the event that there is damage to the area used or it is left in such a condition that additional cleaning or work must be done to bring it up to rental condition, he/she shall forfeit the entire deposit and will within 30 days, pay the full amount of whatever repairs or additional cleaning as deemed necessary by the Town of Sullivan.

The applicant and the individual supervising the event will be responsible for the conduct or control of those attending. If music is played it must end by 12 midnight and the volume should be kept at a level as to not disturb the surrounding neighborhood.

When fermented malt beverages are sold a valid fermented malt beverage license and an operator license **MUST** be obtained from the Town Clerk of the Town of Sullivan.

The fee and deposit will be required at the time of application, reservation date(s) can only be guaranteed when the fees are turned in with application. Two checks are preferred one in the amount of the total hall rental and the other in the amount of the deposit. Checks should be made out to the Town of Sullivan. If returning by mail, send to Dawn Lynn, Clerk, Town of Sullivan, N3866 West Street, Sullivan, WI 53178.

In consideration of the terms set forth in this document, and to be legally bound, the person / group signing this agreement agrees to indemnify and hold harmless from every liability, claim, action, cause of action, judgment, loss, expense, or court cost whatsoever (Including, but not limited to reasonable attorney fees and court costs) arising from or in any way related to or resulting from (a). any and all use of the premises by the undersigned and or guests from the date of signing forward and (b). any materially inaccurate representation made by you to the Town of Sullivan pursuant to this rental agreement.

If the key(s) are not returned the day of the event they must be returned no later than 11:00 a.m. the following day.

Date_____ Signature_____

Rental Paid $_____

Deposit Paid $_____

Total Paid $_____

Received by_____ Date_____
(Town of Sullivan Rep.)