TOWN OF HOLLAND
Town Hall Rental Agreement

Note: The provisions of the Town Hall Rental Agreement may be revised from time to time. It is your responsibility to verify with the Town Clerk that you have the most current rental agreement because those are the terms which will apply to your rental.

1) WHO MAY USE

The building and grounds may be made available to the following (listed in order of priority):

a) Governmental agencies such as commissions, fire departments and other organizations relating to government.
b) Adult residents or property owners of the Town of Holland for occasional functions such as showers, picnics, and other non-commercial social gatherings. A resident is defined as a qualified elector.
c) Non-residents for the same purposes as residents.
d) Clubs, fair associations or agricultural societies, churches, lodges, societies or veterans organizations that have been in existence for at least six (6) months when sponsored by an adult Town resident or an adult non-Town resident
e) To keep the Town Hall available for a variety of functions, it is not intended to be used for regularly scheduled, frequently recurring events.
f) The Town Hall may not be used for the sale, advertising, solicitation or promotion of products, services, or memberships.
g) The Town Board reserves the right to deny any request. Violations of this agreement or damage to the facility/equipment may be cause for future denial.

2) WHEN AVAILABLE

The Town Hall and/or grounds may be made available between the hours of **8:00 AM and 11:00 PM**, seven days a week for such periods of time as the Town Board deems appropriate.

3) RESERVATIONS AND CANCELLATIONS

All applications will be processed on a first-come, first-served basis. All fees must be paid with the submittal of the rental application and the rental reservation will not be confirmed until all fees have been received by the Town. Applicants wishing to use the Town Hall may contact the Town Clerk, contact information on page 3, to obtain and submit an Application for Rental of the Holland Town Hall (page 4).

a) The request shall be submitted to the Clerk. The Town Board, Town Chairperson or Town Clerk may re-schedule, limit or otherwise modify any permission for use previously granted as is deemed reasonably necessary to accommodate the business of the town or any entity thereof.
b) Cancellations (for any reason) after confirmation must be made at least seven (7) days prior to the scheduled event or the entire rental fee shall be forfeited. Any cancellation with less than thirty (30) days' notice shall require a forfeiture of one-half (½) of the rental fee.

4) FEES

Rental fees are $50 for Town of Holland residents or property owners and $75 for non-residents. Checks are preferred, payable to the Town of Holland or exact cash. If all provisions of the Town Hall Rental Agreement are not adhered to fully, other charges as further specified may be imposed.

Each group or individual renting the Town Hall is financially responsible for the condition of the facility, grounds, equipment, and furnishings.

5) SIZE OF GROUP AND USE RESTRICTIONS

Capacity of the Town Hall is **75** people.
No alcoholic beverages may be consumed on the premises.

6) DECORATING

Decorating is allowed prior to the scheduled event, but only if there is not a conflict with another use of the facility. Helium-filled balloons are not permitted. No decorations or other items may be affixed to any permanent part of the facility or grounds using nails, hooks or other types of permanent fasteners. Blue painter's tape may be used. All decorations and tape remnants must be removed from the premises immediately following the event. Other arrangements for removal of decorations may be possible when approved by the Town Clerk.

7) SMOKING & ANIMALS

Absolutely no smoking is allowed within the Town Hall. Smoking is allowed on the grounds only if containers are provided by the renter for the disposal of smoking materials. These containers and the used smoking materials must be removed immediately following the event. No animals other than those assisting handicapped persons shall be allowed in the building or on the grounds.

8) TABLES AND CHAIRS

Town Hall tables and chairs may be used. The renter is responsible for setting up and taking down of tables, chairs and/or other equipment. The rooms being rented shall be left in the same arrangement as they were found. Tables, chairs and/or other equipment are not to be removed from the building.

9) SECURITY/SAFETY

All groups using the Town Hall are responsible for the contents and security of the building. The renter will be provided a temporary key code to access the Town Hall via the east door, by the kitchen. It is the responsibility of the renter to properly lock and secure the building after their event to avoid cost to the renter of damages associated with vandalism. Use of candles, other open flames, or any flammable material is prohibited in the building or on the grounds. The person renting the hall should acquaint all attendees with the fire exits. Open fires and fire pits are not allowed at any time. Dial 911 in case of emergency or fire.

10) CLEANING/MAINTENANCE

The Town Hall and grounds must be left in the same orderly condition in which they were found. All cleaning is to be done immediately after the conclusion of the event unless other arrangements are made with the Town Clerk. The refrigerator, stoves, and sink may be used. All perishable items must be removed at the conclusion of the event and the appliances must be left in a clean and undamaged condition. Garbage generated from the rental may be placed inside the dumpster provided in the southeast corner of the Town Hall parking lot. Garbage may not be burned on the grounds. All used areas of the hall must be left clean.

11) SUPPLIES

Supplies will not be furnished by the Town, i.e., disposable cups and cans for discarded smoking materials. Bathrooms will have one roll of toilet paper plus one spare roll and the paper towel dispenser will be filled. If more toilet paper or paper towels are required they are to be supplied by the renter.

12) HOLD HARMLESS CLAUSE

The Town of Holland reserves the right to require groups or individuals to provide a Certificate of Insurance (liability on home owners or business insurance policy) verifying that they have sufficient insurance.

Renters shall indemnify, defend, and hold harmless the Town of Holland from any and all damage, or loss or liability of any kind whatsoever occasioned upon and /or within the leased Town Hall and/or grounds and/or parking lot or adjacent ways or walks, by reason of any injury to property or persons caused by any omission, neglect, or wrongdoing of the renter or any of his, her, and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other persons admitted by the renter to the premises. The renter will at his or her and/or its own cost and expense, defend and protect the Town of Holland against any and all such claims or demands, also including reimbursement to the Town of Holland of any and all attorney's fees in connection herewith. The renter further agrees to exercise due care in the preservation of the premises and to prevent loitering and the presence of unauthorized persons during all usage periods.

Confirmation of Town Hall rental reservations will be sent to the email address(es) provided on this application. Reservations will only be confirmed upon the Town Clerk's receipt of a completed application and agreement form and applicable fee payment from the responsible person. An access code for the renter to gain access to the Town Hall via the keypad on the east door will be sent to the email address(es) provided on this application prior to the reservation date, along with further Town Hall Rental Instructions. By signing this agreement, you acknowledge and understand that a reservation confirmation, Town Hall building access code, and Town Hall Rental Instructions will be emailed to you prior to your reservation, unless you inform the Town Clerk that you require an alternate method of notification.

I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO ALL THE PROVISIONS AS OUTLINED IN THE RENTAL AGREEMENT AND BY COMPLETING THE APPLICATION FORM FOR THE RENTAL OF THE HOLLAND TOWN HALL SO SPECIFY.

_____

Signature of Responsible Person | Printed name of Responsible Person

_____

Address | City/Town/Village | Zip

_____

Phone (including area code) | Print Email address | Date

(Must be signed by the same person that signs the APPLICATION FOR RENTAL OF THE TOWN HALL, Page 4).

SIGN AND SUBMIT TO THE CLERK, TOWN OF HOLLAND:

Town of Holland Clerk
W3005 Cty Rd G
Cedar Grove, WI 53013
(920) 668-6625

APPLICATION FOR RENTAL OF THE HOLLAND TOWN HALL

(Must be signed by the same person who signed the RENTAL AGREEMENT, Page 3)

Date of application: _____ Date of EVENT for Hall use: _____

Name of Group or Individual: _____

Type of Event to be held: _____

Number of people expected to attend: _____

Printed Name of Responsible Person: _____

Signature of Responsible Person: _____

Address: _____
Street/Number City/Town/Village Zip

Phone number including area code: _____

Print Email address: _____

FEES / CHARGES: **CHARGE CARDS NOT ACCEPTED**

Holland residents or property owners:	$50.00
Non-residents:	$75.00

EXACT CASH OR
MAKE CHECKS PAYABLE TO:
Town of Holland

Send to:
Town of Holland
W3005 Cty Rd G
Cedar Grove, WI 53013

For additional information/questions contact the Town Clerk, at (920) 668-6625

FOR OFFICE USE ONLY

Date submitted to Clerk: _____ Date fee received: _____

Check Number: _____

Building/grounds inspected on: _____ By: _____

Condition of building/grounds after event: Satisfactory: ___ Unsatisfactory: ___

If unsatisfactory, specify reasons:

_____

Amount of additional charges for reasons stated above: _____