

TOWN HALL RENTAL AGREEMENT
TOWN OF GREENFIELD, LA CROSSE COUNTY
 N1800 Town Hall Road, La Crosse, WI 54601

Small Room Rental = \$75.00 (Meetings)
 Large Room Rental = \$150.00 (Parties)

All rentals are handled by Town Clerk ~ Jill Murphy @ (608) 452-4700, 769-4138, or clerk@greenfieldxwi.gov. \$50.00 Security deposit is required which will be refunded if hall does not require extra cleaning and no damage done. Please make separate check so it can be easily shredded or returned via a self-addressed stamped envelope made available by renter.

Charitable Organizations will have no fee (donations accepted) but will have to provide \$50.00 security deposit.

Rental Date & Times	Name/ Company
# People	Contact Name
City, State, Zip	Address
Phone	Email

RENTAL RULES & REGULATIONS

1. This is a smoke free facility.
2. **PAYMENT:** Reservations for usage are confirmed only when the security deposit is received, this must be paid within two weeks of placing your reservation and this signed 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 the Town of Greenfield.
3. **KEY: Key will be available during designated time and at that time rent will be due. To arrange key pick up, please call Jill @ 608-452-4700 or 608-769-4138. Thank you!**
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 framework and not to the acoustical tile.
5. **HALL FACILITIES:** Three 30-gallon trash cans are provided and lined once. [Additional bags are responsibility of Renter]. The kitchen includes the following for your use: Refrigerator/freezer; stove/oven; microwave; crock pots; hot pads; serving counter; various pots, pans, dishes, glassware, silverware, serving bowls and trays, serving and other kitchen utensils (can opener. Coffee carafes and coffee pots, 12 cups, 30 cups and 100 cups (please provide your own coffee). Banquet chairs and up to 13 – 8ft. tables provided. Renter will provide their own kitchen supplies (towels, utensils, dishes, paper products, etc.)
6. **ALCOHOL:** Under state law, alcoholic beverages cannot be sold at the Greenfield Town Hall (without a permit). Beer & wine may be served to guests, but no hard liquor.
7. **CLEAN-UP:** Everything is expected to be clean before leaving the building. Town will provide dish soap, but renter needs to bring their own dish rags/towels. If you use any of the town's towels you must launder AND return to the building as soon as possible. All gifts, food, and decorations, etc. must be removed before you leave the night of the event. You do not need to take down the chairs and tables. Tie up used trash bags and leave in the kitchen.
8. **LOCK-UP:** When you are finished, lock the Hall and put the key in the black box located by the door of the building (make sure it falls to the back).

My signature below indicates 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 _____

Office use only: Date Received: _____ Security Dep Check # _____ Fee Check # _____
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