

**TOWN OF DALE
RENTAL AGREEMENT FOR DALE MUNICIPAL BUILDING**

EVENT INFORMATION	
DAY & DATE: _____	UNLOCK DOORS BY: _____
TYPE OF EVENT (please describe): _____	EVENT END TIME: _____
Maximum capacity is 200 people	# OF PEOPLE: _____

CONTACT INFORMATION	
NAME/ORGANIZATION: _____	
CONTACT PERSON: _____	
ADDRESS: _____	CITY: _____
CONTACT PHONE: _____	ZIP: _____

RENTAL COST (per day)		
Full Room (1 - 200 people)	\$ 100.00	
Security Deposit	\$ 100.00	
TOTAL ROOM COST	\$ 200.00	_____
		Make check payable to: Town of Dale
		Mail to: PO Box 83
		Dale WI 54931
TOTAL RENTAL COST		_____
<i>THE RENTAL IS NOT CONFIRMED UNTIL THE PAYMENT AND RENTAL AGREEMENT ARE RECEIVED BY THE TOWN AND RECORDED ON THE EVENT CALENDAR.</i>		
<i>I agree to indemnify and save harmless the Town of Dale and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of Town of Dale properties herein specified. I have received a copy of the GUIDELINES FOR RENTERS OF THE DALE MUNICIPAL BUILDING and agree to abide by all rules, regulations and policies established by the Town of Dale for the use of buildings, properties and facilities; and to adhere to all specifications and limits listed.</i>		
SIGNATURE: _____		Date: _____

RENTAL SETUP	
Chairs only --- how many? _____	Special Needs: _____
Tables with chairs - how many tables? (each table seats 8) _____	_____
Extra tables (for food, etc.) _____	_____

FOR OFFICE USE ONLY	
TOTAL FEE: \$ _____	Amount received \$ _____ cash check # _____
Date: _____	

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FACILITIES

The kitchen has a stove, refrigerator and microwave. There are some other supplies and utensils available.
TOTAL CAPACITY OF BUILDING IS 200, FULL ROOM SEATS APPROXIMATELY 189.
All rentals require a security deposit, plus rent. Deposit is refundable if all guidelines (as specified below) are followed.

RENTAL CONTACTS:	Janette Laabs, Rentals:	920-850-0800
	Doug Wunderlich, Chairperson:	920-850-8508
	Chad Degal, Supervisor:	920-213-5324
	Jenny DeZeeuw, Clerk	920-779-4609 (office) or 920-224-4950 (cell)

GUIDELINES FOR RENTERS OF THE DALE MUNICIPAL BUILDING

1. Must be 21 years of age to rent the Municipal Building.
2. The signed rental agreement and payment for rent plus the refundable security deposit is due before rental is confirmed. If payment is not received, the hall can be rented to someone else. There are no exceptions.
3. Changes to rental contract (time, tables, etc..) must be done 5 days prior to rental.
4. Someone must be present in building at all times after it is unlocked.
5. Custodian will only be available to unlock the hall for 15 minutes after the time stated for opening.
6. Trash bags are to be put in dumpster behind hall. Hall must be locked and all lights turned off when leaving the building.
7. \$25.00 fee will be held if rental is cancelled later than 10 days before rental date.
8. If used, the kitchen must be cleaned. This includes stove, refrigerator and microwave.
9. You must provide hooks for hanging decorations from ceiling. USE OF TAPE, THUMB TACKS, AND/OR OTHER HANGING DEVICES IS STRICTLY PROHIBITED. NO DECORATIONS CAN BE ATTACHED IN ANY WAY TO WALL, WOODWORK, DOORS AND WINDOWS. **REMOVE ALL TAPE FROM TABLES**
10. No candles are allowed to be burned in the building.
11. Decorating is to be done the day of the event. An additional \$20.00 fee will be charged to groups wanting to decorate the EVENING before an event.
12. There is absolutely **NO SMOKING** in the Municipal Building. Ashtrays are provided outside of the front door.
13. A refundable security deposit must accompany the rental agreement.
14. Concealed weapons are not allowed in the Municipal Building.
15. Standard rental hours end at 11:00 pm. Longer running events must be reviewed by the Town Board.

All or a portion of the security deposit will not be refunded if any of the above guidelines are not followed, or there is excessive dirt (spilled beer, pop, food, vomit, or cigarette butts) in any part of the building or grounds.

***** Town residents can reserve the hall after September 1st for the following year. Non-residents cannot reserve the hall until after January 1st of the year of rental.***

Rev. 05/2016