

**Town of Dale**  
**W9641 State Road 96**  
**PO Box 83**  
**Dale, WI 54931**  
**(920) 779-4609**

Rental Agreement – Return this signed form with Rental and Security deposit payment to the address above. Must be 21 years of age or older.

**Renter or Group Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_  
**Date of Event:** \_\_\_\_\_ **Unlock doors at:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_ **Type of Event:** \_\_\_\_\_  
**# of People:** \_\_\_\_\_

**Location you are renting:**

Municipal Hall \_\_\_\_\_  
Daufen Park \_\_\_\_\_  
Armitage Park \_\_\_\_\_

**For Hall Use:**

Tables with chairs-how many  
tables? (each table seats 8) \_\_\_\_\_  
Extra Tables (for food, ect) \_\_\_\_\_  
Chairs only – how many? \_\_\_\_\_

**Rental Fee – see Rental Rates**

Resident \_\_\_\_\_

Non Resident \_\_\_\_\_

**Rental Cost** \_\_\_\_\_  
**Security Deposit** \_\_\_\_\_  
**Total** \_\_\_\_\_

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 Town of Dale Rental Terms 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.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only**

**Total Fee \$** \_\_\_\_\_ **Amount Received \$** \_\_\_\_\_ **Cash** **Check #** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Rental Rates

**Municipal Building Capacity – 200**

**There are 22 tables and 192 chairs available. The tables are 8 feet long.**

### RESIDENT

	<u>Municipal Bldg</u>	<u>Daufen Park</u>	<u>Armitage Park</u>
Rent	\$200	\$100	\$50
Security Deposit	\$200	\$100	\$100

### NON RESIDENT

	<u>Municipal Bldg</u>	<u>Daufen Park</u>	<u>Armitage Park</u>
Rent	\$400	\$200	\$100
Security Deposit	\$200	\$100	\$100

**Non Profits Locally Based – Must request permission at Town Board Meeting prior to Rental. Upon approval, Rental Agreement must be completed.**

# Terms of Rental

## Opening of Municipal Building and Parks

Building and Parks are opened by Town Employees. **You must be present at time stated on rental form to have doors unlocked!!** Please call if time on rental agreement needs to be adjusted or changed. The earliest time for rental is 7:00am.

## Reservation of Facilities

Facilities may be reserved at the Town Hall, phone (920) 779-4609, via mail or dropped off in the gray drop box in front of the building. Reservations are confirmed only when the deposit is received and a signed agreement is on file. The Renter of the facility must be someone who is 21 years of age or older.

## Cancellations & Changes

Changes to rental contract (time, tables, etc.) must be done 5 days prior to rental. A \$25.00 fee will be held if rental is cancelled later than 10 days before rental date.

## Cleaning

All cleaning is to be done immediately after the conclusion of the event. See checklist.

## Decorating

Decorating is to be done the day of the event. Decorating the day/evening before your event is considered a full day rental. 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.**

## Security

All groups using the facility are responsible for the contents and security of the building. Opening and closing the building securely will avoid cost of damages to the user from vandalism. Someone must be present in building at all times after it is unlocked. Hall must be locked and all lights turned off when leaving the building.

## Miscellaneous

- No candles are allowed to be burned in the building.
- There is absolutely **NO SMOKING** in the Municipal Building. Ashtrays are provided outside the front door.
- Concealed weapons are not allowed in the Municipal Building.

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

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

## Facilities

The kitchen has a stove, refrigerator and microwave. 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 are followed.

Rental Contacts Outside Office Hours:

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)
Darnel Laabs, Supervisor	920-841-0800
Sandy Noffke, Treasurer	920-851-2228

## CLEANING DIRECTIONS FOR TOWN HALL

- \_\_\_ Wash table tops
- \_\_\_ Dry mop floor. Clean major spills in hall, kitchen, bathroom & hallway.
- \_\_\_ Place chairs in stacks of 8.
- \_\_\_ Remove all decorations.
- \_\_\_ WE RECYCLE! Please place recyclables in the proper containers.
- \_\_\_ Vacuum front rug if needed.
- \_\_\_ All garbage cans must be emptied and disposed of in dumpster behind Town Hall.
- \_\_\_ If used, the kitchen must be cleaned. This includes stove, refrigerator and microwave.

THE HALL SHOULD APPEAR AS IT WAS WHEN YOU ARRIVED.