



Town of Superior

4917 South State Road 35
Superior WI 54880



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TOWN HALL RENTAL AGREEMENT (Alcohol/Drug Free, No Smoking)

Name: _____ Phone: _____

Address: _____ Email: _____

Purpose/Activity: _____

Date(s) of Use: _____ Hours of Use: _____

Fees: \$100 hall and kitchen (as of 1/1/17)
\$75 hall only (as of 1/1/17)
\$20 early access the night before for set up (if hall is available)
_____ TOTAL **If event is cancelled 4 weeks prior to event or less, \$25 will be retained by Town of Superior.**

Civic organizations may apply to Board for waiver or partial waiver of fee.

****If you would like a receipt sent to you, please send a self-addressed, stamped envelope. ****

By signing this form, you agree to indemnify and hold harmless the Town of Superior from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the use of the premises.

Signature: _____ Date: _____

CLERK/TREASURER payment received: Date _____ Amount \$ _____ Cash/Check No. _____ Initials _____



Thank you for renting our town hall. We hope you find it suitable for your needs. In order to keep our hall in good condition for many years, please read and follow the rules below. Please keep these rules for reference during rental. NO ACOHOL, DRUGS, SMOKING, OR FIREARMS ALLOWED.

We open – you lock up.

1. Setup is the responsibility of applicant. Bring your own towels, cloths, plastic ware, plates, paper towels, etc.
2. There are no phones available in the hall or kitchen. Please bring one if you may need one.
3. Decorations must be completely removed after use. No helium balloons allowed. Glue or tape on walls is prohibited.
4. Clean the tables and chairs and return them to the storage area (to prevent damage to the tile floor, **please do not slide them!**).
5. Sweep/clean the floor.
6. Any kitchen dishes/utensils used must be washed, dried and returned to storage area.
7. Check electric range, oven, microwave, refrigerator and coffee pot. Clean spills and remove all food brought in.
8. Empty garbage and recyclables into bins behind the hall.
9. Turn off all lights and lock doors.
10. Any damages or repairs needed due to misuse of facility during your activity will be billed to you.