

**TOWN OF HARTFORD**  
**APPLICATION AND AGREEMENT FOR RENTAL OF TOWN HALL**

In consideration of being allowed to use the Town Hall, the undersigned responsible person, individually, and also the below-named organization, if any, collectively herein "User", hereby agree as follows:

1. The User accepts and shall fully comply with the Town of Hartford Town Hall Use regulations contained within this application.
2. The User must be age 21 to rent facility, or have a parent, or guardian rent the facility who is age 21 that will take responsibility for the use and regulations of the facility.
3. The User shall submit a rental fee for each day of use or portion thereof with this application. Hours of entry are 6 am to (12 am). **A security deposit of equal amount of the rental is due at time of key pick-up.** The Town Hall will be inspected after the rental time has ended and if the condition is satisfactory, the security deposit will be available for return by mail or pick-up within 10 days after inspection of the facility and the key is returned. If there is significant damage done to the Town Hall, the security deposit will be retained until the Hartford Town Board decides on how much of the funds to keep for damages, or if additional funds are required. **Early entry into the hall will result in forfeiture of a portion of your security deposit. You are only allowed into the hall the dates you have rented.** Duplication of the town hall key is prohibited.
4. The User shall return the Town Hall to the same condition it was in at the start of the agreement time, and in accord with the specific requirements herein.
5. The User is solely responsible for any damage done or additional clean-up required as a result of the rental, including any amount exceeding the security deposit amount. If an Organization is named below, the Person Responsible and the Organization shall be jointly and severally responsible for the damage or additional clean-up required under this agreement.
6. The User hereby agrees to indemnify, defend and hold harmless the Town, its officers, employees, independent contractors, and agents from any claims (including not but limited to demands, actions, and rights of action which now or may hereafter arise), costs, and expenses (including, but not limited to, accounting, consulting, engineering and attorneys' fees) arising out of damages (including but not limited to damages for personal injury, sickness, disease, death resulting from injury, sickness or disease, injury to or destruction of property, damages for care and loss of services arising from such injury, sickness or disease, damages for loss of use of property because of its injury or destruction, and all other damages of whatever kind or nature) arising out of or related to the User's rental of the Town Hall.

7. User acknowledges and agrees that Town employees or agents shall be allowed physical access to the Town Hall for Town purposes at any time during the rental period.
8. Issuance and acceptance of this agreement is exclusive to any other Town or county permits which may be required.
9. Rental fees shall not be returned unless the rental is cancelled in writing at least 60 days prior to the rental period. Non-profit groups will be charged a fee if the Town is not notified of a cancellation before date of use.
10. This agreement is not transferable.
11. Rental does not include the Administration offices.
12. Emergency Maintenance Contact Numbers: Tony Wagner (262) 644-8159 or (262) 305-1214.

## **RULES FOR USE OF TOWN HALL AND RETURN OF SECURITY DEPOSIT**

1. All doors must be secured before leaving and all lights must be turned off, including entrance door when leaving. Key should be dropped in drop box, located outside main entrance, after the event.
2. All garbage must be removed from Town Hall and placed in the appropriate dumpster outside Town Hall. Garbage bags are provided and additional bags are located in the kitchen. Recyclables must be sorted and placed in marked containers; recycling may remain on the outside walkway by kitchen door.
3. All tables and chairs used must be returned to storage areas, tables must be wiped down and dried before stacking. Use care with chair and table carts as they are heavy when loaded and may tip. Storage carts may not block entrances or office doors in hallway. Use of the Town's folding tables for roasters, hotplates and cookware is strictly forbidden. There are designated wooden tables for this purpose.
4. Heat must be returned to 60 degrees and air conditioning must be turned off at end of rental period. Thermostats are located on east and west walls of main hall; and east wall between kitchen and main hall.
5. Floors must be swept and cleaned with soap and water if there are food particles or liquids spilled. Mops, brooms etc., are located in the maintenance closet next to the men's restroom.
6. No tape, staples, tacks, nails or other items may be used to attach decorations to the Hall floors, walls, mirrors or ceilings. Alterations to the Hall are prohibited.
7. All rentals are from 6 am. to 12 am. (midnight). Noise and sound levels shall be within acceptable limits during rental period. All music and party entertaining shall cease at 11 am. All children must be supervised by an adult and the User shall maintain peace and good order by all invitees.
8. All counter top and equipment must be cleaned, including the sink. Please check that all burners, ovens and walk-in cooler have been turned off. Failure to turn cooler off will result in the forfeiture of a portion of the security deposit.
9. No children shall open or close the window treatments on the windows. They should be operated by an adult only. Any damage to the window treatments will result in loss of security deposit with the potential for additional fees being requested.
10. Smoking is prohibited in the Town Hall facility. Cigarette butt containers are provided outside building entrances.

11. No liquids should be dumped in the parking lot (i.e. Left-over coffee, or drinks, left over food from catering, etc.). Any food or liquids dumped in parking lot will result in a loss of a portion of Users security deposit.
12. No awnings, tenting or canopies shall be erected outside Town Hall entrances or staked into the asphalt parking surface.
13. Alcohol beverage use is allowed, but may not be consumed directly from glass containers. **Alcoholic beverages may not be sold on the premises.** User shall insure that alcohol is consumed in accord with State law.
14. Any phone calls, complaints, or visits by Town of Hartford police, or Washington County Sherriff will result in loss of \$100 of Users security deposit.
15. No recreational vehicles (i.e. ATV's, snowmobiles, etc.) are allowed on the Town of Hartford premises.
16. **ABSOLUTELY NO FIREWORKS OF ANY KIND** (i.e. sparklers, bottle rockets, roman candles etc.) are allowed on the town premises. If fireworks are present, forfeiture of entire security deposit will result.
17. No dogs or pets are allowed on the town property, this includes the park area.
18. The gazebo located by the park/pavilion is public property, as well as the playground, and can be used by both facilities. It is **NOT** included in the town hall rental or the pavilion rental contracts for personal use. You can use the gazebo for your event, but keep in mind it is a public facility.

**I have read this contract and agree to the terms and conditions listed here within all of these pages:**

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

**SUBMISSION OF THIS FORM CONSTITUTES ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CONDITIONS AND REGULATION WITHING THIS APPLICATION AND AGREEMENT.**

DATE(S) OF PROPOSED USE: \_\_\_\_\_

**TOWN OF HARTFORD  
3360 HWY K  
HARTFORD, WI 53027  
(262) 673-7214**

ESTIMATED NUMBER OF PEOPLE: \_\_\_\_\_

RENTAL RQUESTED:

___ 3 Day Weekend \$1,000.00	___ Sound System \$15.00
___ Town Hall Meeting Room Only \$200.00	___ Non Profit Daily Rental \$300.00

PURPOSE OF USE: \_\_\_\_\_

<p><b>APPLICANT / PERSON RESPONSIBLE: (Required)</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Home Phone: _____</p> <p>Cell Phone: _____</p> <p>By: _____ (Signature)</p> <p>Dated: _____</p>	<p><b>ORGANIZATION:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Cell Phone: _____</p> <p>By: _____ (Signature of Authorized User)</p> <p>Dated: _____</p>
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**FOR OFFICE USE ONLY**

Rental fee amount received: \_\_\_\_\_, 20\_\_\_ \$\_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Security deposit received: \_\_\_\_\_, 20\_\_\_ \$\_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_

\_\_\_ \$ 200.00 SECURITY DEPOSIT IS DUE AT THE TIME OF KEY PICK-UP.

\_\_\_ \$ 300.00 SECURITY DEPOSIT IS DUE AT THE TIME OF KEY PICK-UP.

\_\_\_ \$ 1,000.00 SECURITY DEPOSIT IS DUE FOR A FULL WEEKEND RENTAL.

KEY PICK-UP IS SCHEDULED FOR \_\_\_\_\_, 20\_\_\_ KEY # \_\_\_\_\_  
FROM 3:00 P.M. – 6:00 P.M. (262) 673-7214

Security deposit returned: \_\_\_\_\_, 20\_\_\_ BY: \_\_\_\_\_