

# TOWN OF ADDISON

Phone (262) 629-5420 FAX (262) 629-5718

127 First Street, P.O. Box 481  
Allenton, Wisconsin 53002-0481  
www.addisonwi.gov

Please complete and sign this agreement, and return, along with your payment to:  
The Town of Addison, P.O. Box 481, Allenton WI 53002-0481

## HALL & PARK RENTAL AGREEMENT

### Facility Requested: Please mark your choice.

\* Large Pavilion and Small Shelter close from mid October to the first weekend in May

FACILITY	DAILY RENTAL RATE	FACILITY	DAILY RENTAL RATE
<input type="checkbox"/> Town Hall	\$ 325.00	<input type="checkbox"/> *Large Park Pavilion	\$ 225.00
<input type="checkbox"/> Town Hall Meeting Room	\$ 100.00	<input type="checkbox"/> *Small Park Shelter	\$ 100.00

Special rates apply for Town of Addison Community Organizations and Non-Profit Organizations.

DAY & DATE FACILITY REQUESTED: \_\_\_\_\_

NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_ TYPE OF ACTIVITY: \_\_\_\_\_

HOURS OF USE (Please include setup and cleanup time)

STARTING TIME: \_\_\_\_\_ ENDING TIME: \_\_\_\_\_

APPROX. NUMBER OF PARTICIPANTS: \_\_\_\_\_ RENTAL FEES: \$ \_\_\_\_\_

Early Set-up Fee: \_\_\_\_\_

A \$150.00 is due along with rental fees.

DEPOSIT: 150.00

This deposit is refundable if the Town determines  
that the facilities have been satisfactorily cleaned  
and no repairs are needed after your event.

**TOTAL AMOUNT DUE: \$** \_\_\_\_\_

Town of Addison facilities are rented on a First Come/First Serve basis. Keys will be available in the lock boxes located on the West side of the Town Hall. You will get a box number and a pass code before the day of your event so you can pick the keys up at your convenience. \* Any issues with the keys, please contact the Town Clerk at 414-312-5600.

### PAYMENT IN FULL MUST BE RECEIVED TO CONFIRM RESERVATION.

A refund will be issued if the activity is cancelled for any reason.

### PARK CLOSSES PROMPTLY AT 9:00 PM! YOU ARE RESPONSIBLE FOR LOCKING UP!

The undersigned accepts full responsibility for the conduct of the above group while on Town of Addison property, and agrees to indemnify and save harmless the Town of Addison from any and all liability which might be occasioned to said Town by virtue of granting the permission in the agreement.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

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#### FOR OFFICE USE ONLY

FEE PAID \$ \_\_\_\_\_ CHECK # \_\_\_\_\_ DATE PAID \_\_\_\_\_

FEE RECEIVED BY: \_\_\_\_\_

## **INSTRUCTIONS FOR USE OF THE ADDISON TOWN HALL AND PARK BUILDINGS.**

Before leaving the Town Hall or the Park after your event, please:

1. All of the tables and chairs in the Town Hall **MUST** remain inside the Town Hall.  
**Do not** move any tables or chairs outside.
2. Take all food and beverage items you brought along with you.  
**Do not** leave any food or beverages behind.
3. Empty trash cans into dumpster on the west side of the Town Hall building. If this dumpster is full, please use the dumpster on the east side of the Town Hall building. Extra trash can liners are under the kitchen sink in the Town Hall, or in the closet inside the Park Pavilion.  
**\*\*Please use only what you need.\*\***
4. Wash all tables that were used. Also wipe off any chairs that need it.
5. Wash all countertops.
6. Clean up any spills in the refrigerators.
7. Dust mop all floors.
8. Remove all decorations and tape.
9. Mop up any spills on the floors. Use only clear, cold water for wet mopping the floor in the Town Hall. Check all restrooms. Toilets should be left flushed and clean. Wipe down sinks, pick up any trash on the floors, and turn off the lights.
10. In the Town Hall kitchen; Clean up any spills in or on the kitchen range. **Do not** run the self-cleaning cycle of the kitchen range.
11. In the Town Hall; Leave 4 tables standing. Stack the remainder of the tables in the kitchen, behind the door to the hallway. Handle tables with care, so as not to damage.
12. In the Town Hall; Stack chairs in stacks of 4, against east wall of hall, and in kitchen, in stacks of not more than 10.
13. In the Town Hall; Set the air conditioning to 75°. Set heat to 62°. Whichever season applies.
14. In the Pavilion; Wash bar and beer coolers if used. If you used the beer tappers, you are responsible for having them cleaned.
15. Pick up any litter or trash in the park and the parking lot.
16. Double check that lights are turned off and all doors are locked before you leave.
17. You are responsible for locking up and returning the keys.
18. Drop rental keys in the mail drop slot under the window on the north side of the Town Hall building or return to lock box when you are ready to leave and have everything locked.
19. You are responsible for any damage to, or any missing Town of Addison property.

I have read and agree to all of the above stated responsibilities for rental of the Town of Addison facilities. I understand that if any of the above responsibilities are not completed satisfactorily, the Town of Addison may withhold part or all of my \$150.00 deposit.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_