

# TOWN HALL RENTAL APPLICATION & USE AGREEMENT

## TOWN OF MACKFORD

N2270 County Road A, Markesan, WI 53946  
(608) 297-0107 clerk@townofmackfordwi.gov

Date Requested: \_\_\_\_\_ Time (approximate): From \_\_\_\_\_ to \_\_\_\_\_

Renter Type – Town Resident / Property Owner: \_\_\_\_\_ \$100.00 OR NON-Resident \_\_\_\_\_ \$200.00

Name of Group or Organization: \_\_\_\_\_

Name of person responsible: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Type of function to be held: \_\_\_\_\_

Number of people expected at function: \_\_\_\_\_ (The hall has a seating capacity of 60)

What items will be brought into the hall for the activity: \_\_\_\_\_

\_\_\_\_\_

In consideration of the use of the Town Hall and in consideration of any fees charged by the Town of Mackford, the Town and the undersigned agree that the undersigned may use the Town Hall on the date and times listed above.

The undersigned agrees to indemnify and hold the Town harmless for any damage or injuries arising out of the undersigned's use of the Town Hall. The undersigned further agrees as follows:

1. No smoking is allowed in the Town Hall or on town property.
2. No tape or nails are allowed on any walls or ceiling. Tape is allowed on windows and tables.
3. During the winter, the thermostat may not be set any higher than 70 degrees. Upon leaving the thermostat must be set to 65 degrees. During the summer, the thermostat must be set to 79 degrees upon leaving.
4. All toilets must be flushed, and faucets turned off upon leaving the Town Hall.
5. All areas that were used, including the restrooms, must be swept or vacuumed prior to leaving.
6. All garbage generated must be removed from the Town Hall.
7. If food is served, all countertops and tables must be washed and wiped clean.
8. The Town does not provide towels or utensils.
9. All lights must be turned off upon leaving the Town Hall.
10. The outside doors must be locked upon leaving the Town Hall.
11. No confetti, birdseed, rice or like material is allowed in Town Hall or on town property.

The undersigned shall leave the key to the Town Hall in the Hall kitchen upon completion of event and clean up.

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

\_\_\_\_\_  
Signature of renter

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Andrea Dillie, Clerk

\_\_\_\_\_ Hold Harmless Agreement signed **required for all rentals**

\_\_\_\_\_ Rental Amount/Resident \$100.00

\_\_\_\_\_ Rental Amount/Non-Resident \$200.00

\_\_\_\_\_ Cleaning Deposit: \$100.00 (separate check) Check # \_\_\_\_\_

\_\_\_\_\_ If the event is cancelled less than 30 days prior to the event there is a \$25.00 fee non-refundable

**\*\*\*\*REMINDER\*\*\*\***

**If the Town incurs any additional cleaning fee's  
on items 1 – 11, the \$100.00 cleaning fee will NOT BE REFUNDED.**

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Office Use:

Cleaning Deposit returned: \_\_\_\_\_

Key Left at Facility Date: \_\_\_\_\_