

## PRIVATE PARTY HALL RENTAL AGREEMENT

Town of Montrose  
1341 Diane Avenue  
Belleville WI 53508, 424-3848

### Please Print

HALL REQUEST FOR THE DATE OF: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

(i.e. graduation, wedding, etc.)

PERSON RESPONSIBLE FOR HALL RENTAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER(S): Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

**Security deposit** in the amount of \$ 250.00 will be held as a refundable security deposit. This check will be held and mailed back to you within 15 business days, after keys have been returned, if the town hall, after inspection, and is deemed that hall has been returned to its original condition. Damage to the town hall will be charged to your security deposit. If more than \$250.00 damage occurs, you will be responsible for the balance. This includes inside and the outside of the town hall.

### AND

**A separate reservation fee** of \$100.00 for Montrose township residents **OR** \$250.00 for non-residents. Both checks must accompany this rental agreement before the town hall is reserved for you.

You will need to contact the clerk for an appointment to pick up the hall key. Please call a week before your event. Keys must be returned promptly. If keys are lost, you are responsible for the cost of changing locks and key replacements. No weapons allowed on town property.

I have read, understood the Town of Montrose Rental Agreement and rules, and agree with all rules/regulations. **NO DECORATIONS ON WALLS OR HUNG FROM CEILING**

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Signature of Person Responsible for Rental

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Date Signed

### **FOR OFFICE USE ONLY.**

Deposit Received \_\_\_\_\_ Rental Fee Received \_\_\_\_\_ Deposit Check Returned \_\_\_\_\_  
Office Calendar \_\_\_\_\_ Web Calendar \_\_\_\_\_

Updated 6/15/16

Town of Montrose  
Rules & Final Checklist

1. General Rules for Use of the Town Hall

- a. Scheduling will be done by the Town Clerk 608-424-3848
- b. One check for the deposit of \$250.00 and a separate check in the amount of \$100.00 for residents **OR** \$250.00 for non-residents. The deposit and rental fees need to be made payable to Town of Montrose.
- c. **NO DECORATIONS, TAPE, STAPLES, SCOTCH TAPE OR OTHER ITEMS ARE ALLOWED ON THE WALLS. Upon inspection, if walls are damaged, charges for damages will be taken from the security deposit. If damages are more than the amount of the security deposit, you will be billed for the balance.**
- d. No smoking allowed in the building.
- e. Smoking area is out in the back of the building. Please use the sand filled container for butts. You are responsible for cleaning the container. A sifter is provided and is located on top of the refrigerator.
- f. No pets or animals, except helper dogs, are allowed in or around the town hall.
- g. Sale of alcoholic beverages is not permitted unless you have been issued a Class B liquor license (picnic license) from the Town of Montrose.
- h. You must furnish all food, dishes, silverware, serving utensils & dishcloths etc.
- i. Letters are available for your use on the outside kiosk, located at the SE corner near the intersection of Diane Ave and Hwy 69. They are found in the furnace room, located in the kitchen. Please take them off board when your event is finished and return to their appropriate slots.
- j. Clean up is the renter's responsibility. The hall and town property must be restored to its original condition.
- k. Any damages to equipment, property and/or facility will be charged to the renter.
- l. The Town Clerk in consultation with the Town Board reserves the right to require security personnel to attend any function at the cost of the person renting the hall.
- m. The Town Clerk in consultation with the Town Board reserves the right to refuse service to any group or individual.
- n. All functions end at 1:00 a.m. This includes clean up time.
- o. Please see that no one plays across the ditch, around the sign, throws stones anywhere or hangs on the coat racks. Please supervise all children.
- p. Doors must be kept shut at all times during your event.
- q. Please turn down heat or air conditioner before leaving.
- r. Return key promptly to the Clerk after your event. There is a mail slot in the office door that can be used.
- s. No tent stakes may be pounded into the blacktop.

2. Final Checklist

- a. Food in the refrigerator/freezer that you did not bring to your event should not be used or taken.
- b. All garbage and recyclables need to be separated and put into the appropriate outside bins. Bins are clearly marked for recyclables and garbage. A key for the garbage bin is attached on the the key ring with the hall key. You must relock the garbage bin.
- c. Put new garbage bags in garbage cans.
- d. Make sure all trash is picked up outside and any cigarette butts are pick up also.
- e. Use the sand strainer for cleaning out the sand container for cigarette butts.  
Strainer is located on top of the refrigerator. Please clean the strainer.
- f. Mop bucket can be filled using the smaller bucket under kitchen sink.
- g. Sweep all floors and mop if necessary. In the summertime with high humidity it is recommended to spot mop as the floors get very slippery and take a long time to dry.
- h. Clean out both refrigerators and take your food home.
- i. Wipe down counters, stove, microwave and sink.
- j. Wipe down all tables and chairs. Stack tables on rolling racks with wooden spacers between tables. Chairs go into the closet on the rolling chair racks.
- k. Turn heat down to 55 degrees and leave air conditioner on at 72 degrees if the humidity is high, otherwise turn to 80 degrees.
- l. Make sure all lights are out (inside and outside) and the all doors are locked.
- m. **If water is on trickle in kitchen and/or bathrooms, please leave running to prevent pipes from freezing.**

Thank you for using the Town Hall

If you have any questions or problems, please call 608-424-3848.

**Tables need to be stacked on the larger trolleys top to top with the wooden spacers in between to prevent scratching. These are stored along the wall on the east side of the hall.**

**Chairs need to be stacked on the chair trolleys and put into the closet. Any chairs that do not fit on the trolleys can be stacked in the closet.**

Updated 3/2/15