

# 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 \_\_\_\_\_

\$250.00 Deposit check for all rentals. Deposit check will be held and mailed back to you within 20 business days, after keys have been returned and if the town hall, after inspection, the town 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. Non-Residents \$250.00 and Residents \$100.00. Make both checks made payable to the Town of Montrose.

**Both checks must accompany this rental agreement and must be received by the Town Clerk two weeks before the day of your event date.**

You will need to contact the clerk for an appointment at a minimum of one week prior to your event to pick up the hall key. Keys must be dropped thru the mail slot, located at the south side office door by midnight of your event. If keys are lost, you are responsible for the cost of changing locks and key replacements. No weapons allowed on town property.

**NO ONE MAY DRIVE NAILS, TACKS, STAPLES, SCREWS OR OTHER TYPE FASTENERS ON OR INTO ANY OF THE WALLS, CEILINGS, FLOORS, OR WOODWORK OF THE TOWN HALL. NOTHING CAN BE HUNG FROM THE CEILINGS. NO GLITTER OR CONFETTI MAY BE USED FOR DECORATIONS.**

**I have read, understood the Town of Montrose Rental Agreement and rules, and agree with all rules/regulations.**

\_\_\_\_\_  
Signature of Person Responsible for Rental

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY.**

Deposit Received \_\_\_\_\_ Check # \_\_\_\_\_ Rental Fee Received \_\_\_\_\_ Check # \_\_\_\_\_

Deposit Check Returned \_\_\_\_\_ Office Calendar \_\_\_\_\_ Web Calendar \_\_\_\_\_