**TOWN OF GREENBUSH**

**N6644 SUGARBUSH ROAD**

**GLENBEULAH, WI 53023**

**(920) 526-3115**

**TOWN HALL RENTAL**

**Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This facility is rented on a First Come – First Serve Basis. If a decision is made not to use the facility, please call the Town Clerk’s Office at (920) 526-3115 immediately.

In entering this agreement, I will uphold the following Town of Greenbush policies. Any violation will be just cause for the denial of future requests.

1. Any person, organization or group shall agree to assume full responsibility for all damage to Town property by any guest and shall make full payments therefore upon billing by the Town Clerk.
2. Renters may pick up the key by contacting the Town Clerk, prior to the Use of the Town Hall. **Payment is due at this time.**
3. The Town Hall shall be left in clean condition, with refuse placed in the dumpster in back of the building and clean recyclables in bin by coat rack. All tables and chairs shall be returned to the proper location.
4. Any misrepresentations of events at the Town Hall rented will terminate the rental agreement and will be just cause for the denial of future reservations.
5. The key will be dropped in the drop box on the east side of the building by the front door when event is completed. Failure to return the key will result in the renter incurring the cost of a lock change and replacement of all keys associated with the front door lock.
6. Make sure all doors are locked and lights are turned off and heat / air conditioning is turned to continuous unoccupied.

By signing this agreement, the person, organization or group representative shall agree to the above restrictions.

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