

Town of Greenbush
N6644 Sugarbush Rd. Greenbush WI
TOWN HALL RENTAL AGREEMENT

Effective January 1, 2022

Hall capacity-88 persons

Today's Date: _____ Date of Rental: _____

Name: _____

Address: _____

Phone Number: _____ Type of Event: _____

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.

Proof of residency is required.

In entering this agreement, I/We will uphold the following Town of Greenbush policies. Any violation will result in additional cost of the person/organization of a minimum of \$50.00 and just cause for the denial of future rental requests.

1. Hall rental fee--\$80.00 for Residents and \$150.00 for non-residents, in addition a \$50.00 security deposit. Each of these amounts paid at time of rental. These amounts are subject to change by the Town of Greenbush Board. If all provisions of the rental agreement are met, the security deposit will be refunded after inspection of the hall within 30 days or after next Town Board meeting.
2. Renters may pick up the key by contacting the Town Clerk, 920-526-3115 prior to the use of the Town Hall. Payment is due at time of key pick-up.
3. There will be **NO TAPING** on walls or ceiling. (Poster putty may be used)
4. The Town Hall shall be left in clean operating condition, with garbage placed in the dumpster in the back of the building along with the recyclables in blue lid container, please replace bags in white trash cans. All tables and chairs shall be wiped down clean and returned to the proper location.
5. Any misrepresentations of events rented at the Town Hall will terminate the rental agreement and will be just cause for the denial of future reservations and will not receive any money back.
6. All doors and windows must be closed, locked and all lights turned off. Heat/air conditioning must be turned to continuous unoccupied.

7. The key will be dropped in the drop box on the east side of the building by the front door when event has ended. Loss of key will result in the cost of the replacement of locks and keys.

8. Time of rental is 9:00 A.M until 11:00 P.M. If the building is occupied after midnight, there will be an additional fee charged of another day's rent.

9. In case of problems, contact Clerk/Treasurer Jon J. Miller at 920-918-0278; or Maintenance person Steve DeMunck at 920-980-1742 or Town Chairman John Halback at 920-797-9420.

10. No animals are allow in the building, except for service dogs for people with special needs.

11. The Hall is to be left in clean operating condition, floors swept, counters wiped down clean, floors sponge mopped if necessary. Stove, microwave, refrigerator wiped down clean. All utensils must be washed and placed back in drawers. Do not take towels home. Leave them in the kitchen sink. This also includes the grounds outside the hall front and back, the building itself, playground, etc.

12. Holiday rentals will be up to Board Approval.

13. The flag must stay in the hall at all times.

14. There is NO SMOKING in the town hall. If smoking occurs outside the Hall, it is the responsibility of the renter to appropriately clean the area.

15. The Town of Greenbush Board reserves the right to deny any rental request.

16 The Greenbush Town Hall will NOT be rented these days: Easter Sunday, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

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

Signature _____ Date _____