**Town of Preston Hall Rental Agreement**

1102 E Broadway, Blair, WI 54616

Reservations and scheduling arrangements shall be made through the Town Office on a first come first serve basis determined by a signed contract, $200 rental fee PLUS an additional $100 returnable deposit fee. Persons requesting additional shop space may incur an additional $100 to $250 depending on the space requested. Persons renting the hall are responsible for the conduct of their guests and any damages incurred.

At the discretion of the town, the $100 deposit will be refunded within two weeks of the event providing the lessee cleans and all tables and chairs are as found when renter arrives. Charges for any additional property damaged will be billed to the lessee.

1. Tables must not be dragged, leaned or stood upon.
2. Kitchen is a serving kitchen only. Food must be catered or prepared prior to being brought to the hall.
3. All garbage must be picked up, bagged and placed by shop service door.
4. No decorations may be hung from the ceilings or walls. If there are any marks, scrapes or dirt, all or part of the deposit will be retained by the Town.
5. Town hall maximum capacity is 115 people at one time.
6. The entire premises is smoke free.
7. The hall must be returned to the way it was set up prior to using. Failure to do so will result in the deposit or parts of being retained by the Town. (including all tables, chairs, counters clean and floors swept).
8. Tables to be placed on carrier face-to-face and back-to-back.
9. Chairs to be in stacks of no more than 10 high and legs in alignment.
10. Use by local non-profit organizations will be at no charge.
11. The Town of Preston is not responsible for any damage or injury that may happen to user, invitees, employees, guests or property from any cause whatsoever prior, during or subsequent to the period covered in this agreement, nor shall the Town of Preston be responsible for any loss of personal property. “User hereby expressly releases the Town of Preston from any such liability and agrees to indemnify the Town against any and all claims, demand, causes of action or lawsuit which may be brought against the Town, its officers and employees.

**TOWN OF PRESTON**

1102 E Broadway Phone: (608) 989-2036

Blair, WI 54616 Email: preston54616@gmail.com

**TOWN HALL RENTAL AGREEMENT**

Please fill out this form completely and email or return to the Town of Preston with deposit and rental fee.

Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this agreement, I agree to hold the Town of Preston harmless from any liability for damage, loss or destruction of property or injuries to any persons. Any claims for such loss, damage, or injury are waived by signing this agreement. I agree to accept responsibility for any damage occurring to the Town of Preston hall or its contents during the use or as a result of such use, and will bear the full cost of repair including replacement, if necessary. Thank you for your responsible use of the town hall.

I agree to the conditions outlined in the Town of Preston Town Hall Rental Agreement.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fee(s) Paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_