

Matteson Town Hall Rental Agreement

LANDLORDS: Town of Matteson, Waupaca County, Wisconsin

PREMISES: The Town Hall building: N10891 Jepson Rd., Clintonville, and the surrounding Town land, except any areas marked off.

PARKING: Tenant shall park only in lawful, authorized, developed parking areas provided at the site. Parking shall not be harmful to vegetation or natural areas on site.

PURPOSE: The hall is available for social gatherings, or meetings of organizations that do not advocate overthrow of the democratic form of government, elected representative form of government (republican), or have any interest or action averse to the Town such as legal action or claim.

HOURS: The parties shall vacate the premises by 12:00 PM midnight.

FEE: Based on person named as the contact on the Town Hall Rental Agreement.

- \$100.00 for Town of Matteson residents or landowners which includes a refundable \$40.00 deposit.
- *Non-residents the fee is \$150.00 which includes a refundable \$50.00 deposit.*
- *Non-Profits will be charged \$45.00 which includes a \$25.00 security deposit.*

The appropriate amount due is to be prepaid seven (7) days prior to rental date, and is refundable in part to any group, person, or organization, whenever the facility is left clean and undamaged after its use. The hall must be securely locked, lights turned off, garbage removed, and any key is promptly returned to the Clerk or designated Town Officer. The Renter will be notified if all or part of the deposit is kept to cover clean up, repair, or damage replacement costs. The contact person will be notified of any shortfall in the event cleanup or damage exceeds the deposit amount, and Renter is liable for such deficit, unless the damage or loss caused was due to an Act of God outside Renters control. **The refund check will be mailed to the person named as the contact on the Town Hall Rental Agreement**, after the next Regular Monthly Meeting of the Town Board, following rental date. (Normally the 2nd Monday of the month.)

DECORATIONS: Rental shall not affix any object by nailing, taping, screwing, bolting, or other means that will damage the building or its components in any way, either by weakening, marring, or negatively affecting the appearance thereof.

ALCOHOL, DRUGS: Only lawful use of fermented malt beverages is allowed on premises. No alcohol sales or exchanges for value are allowed without a license issued from the Town. Landlord accepts no responsibility for the effects of alcohol or other drug use by Renter, its members, guests, or other attendees.

NO SMOKING is allowed inside the Town Hall.

CONDITIONS: Pets are not allowed inside the Town Hall. All windows are to remain closed. Please, **DO NOT** drag chairs or tables across the floor. Furnishings (tables and chairs) should be returned to their original location. Renter is responsible for the removal of ALL garbage and recyclables. Remember to check the bathrooms! Renter must furnish dishes, utensils, and any other supplies needed.

ADMINISTRATION: The Town Board has authorized the Clerk to execute this lease for the Landlord. If the Clerk is uncertain whether the Renter fits within the permitted terms, or if the Renter wished to appeal any Clerk decision, the Town Board shall rule on the issue at its nearest regularly scheduled meeting where the item is timely placed on the agenda. Both the Clerk and the Town Board have the right to demand full completion of an application form for a new or unknown group whose purpose is not clear.

BAD CHECK CHARGE: The Clerk shall add \$25.00 to any dishonored check. If a person has previously defaulted on payment, or lost the deposit due to cleanup or damage, no new rental shall be approved, until cash, cashier's check, or postal money order securely pays all past debt.

WAIVER: Renter understands that use of Town Hall is at Renter's risk. Landlord does not provide consistent supervision, though a Town Officer may enter the premises to check the site as a condition of this lease, shortly before, or soon after an event. Condition of the premises is not guaranteed, and Renter is expected to provide maintenance during the event so as to prevent or correct any hazard that may arise.

**Town of Matteson, Waupaca County
Town Hall Rental Agreement**

Name of Contact Person:

Address: _____

Phone: Day _____ Evening _____

Alternate Contact Name: _____

Organization Name and Year of Existence: _____

Date and Time of intended use: _____

(Premises must be vacated by midnight of the date of intended use.)

Purpose of rental: _____

(Examples: wedding, showers, reunions, rummage sales, social gatherings.)

I release, indemnify and hold harmless the Town of Matteson, Waupaca County, from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed a result of or in connection with this rental, and hereby agree to reimburse the Town of Matteson for any and all cost to repair any damage that may be caused directly or indirectly to the facility during the time period of occupancy and/or use of said premise.

I further understand this meeting place may not be used for any unauthorized or undisclosed purpose, and the deposit may be retained if the answers herein are found to be false or greatly misleading.

Signature of Contact Person: _____

Date: _____

___Town of Matteson Resident: \$100.00 (This includes a \$40.00 Security Deposit) ___Non-Resident: \$150.00 (This includes a \$50.00 Security Deposit) ___Non-Profit: \$45.00 (This includes a \$25.00 Security Deposit)
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Please return this form with the appropriate fee (*See box above*), to the Clerk, no later than seven (7) days prior to the intended use date. Deposit amount (subject to the terms of this agreement) will be mailed after the next Regular Board Meeting of the Town of Matteson. (Meetings are normally held the second Monday of each month.)

Clerk, Town of Matteson
E10951 Lundt Rd
Clintonville, WI 54929

Please make check payable to: Town of Matteson

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