

# SILVER CLIFF TOWN HALL RENTAL AGREEMENT

## S.C. TOWN HALL RULES AND REGULATIONS

- A Security Deposit of \$100.00 is required **10 days prior to the rental date** (first day of single day event or first day of multiple day event). The \$100.00 Security Deposit will be refunded after inspection to confirm the SC Town Hall is returned clean, garbage/ recycling disposal, as well as no damage to the premises inside and/ or outside. Including but not limited to:
  - ❖ SC Town Hall must be cleaned by the renter after each use.
  - ❖ SC Town Hall is to be left in the same condition as found by the renter before use.
  - ❖ SC Town Hall exterior grounds are to be policed and all refuse (cups, bottles, cans, cigarette butts, and any other garbage) are to be cleaned up/ removed to proper receptacle.
  - ❖ All garbage is to be taken to the SC Town Recycling Center or take it with you.
  - ❖ Tables and Chairs are to be returned to the original location where they were found prior to final departure of the premises.
  - ❖ SC Town Hall is to be cleaned by **NOON the day after the event** and the building secured.
  - ❖ **(i.e. doors locked, windows that were opened should be closed and locked)**
- The Silver Cliff Town Hall is available for rental to all:
  - ❖ **Taxpayers/ Residents** of the Town of Silver Cliff for a daily fee of \$25.00.
  - ❖ **Non-Residents/ Non-Taxpayers** for a daily fee of \$35.00.
- Please issue *two checks*, one for the \$100.00 Security Deposit and one for the additional non-refundable applicable fee(s). **Make checks payable to: "Town of Silver Cliff"**.
- SC Town Hall **WILL NOT** be used for advertising purposes.
- SC Town Officials will always have access to the Silver Cliff Town Office.
- **DAMAGES:** Any damages to the SC Town Hall will be the **responsibility of the rental signee**.
- The SC Town Hall will be available for educational and charitable activities such as Cancer Society, Red Cross, Ronald McDonald House, Community Fundraising Events, etc...
- The SC Town Hall will be available for anniversaries, parties, weddings, birthdays, funeral dinners, political and religious social activities, etc...
- According to current Fire Code, the SC Town Hall has a Capacity Limit of:
  - ❖ *66 people* when tables and chairs are set up.
  - ❖ *138 people* when set up with chairs only.
  - ❖ *192 people* with standing room only.
- The renter may request a special permit to serve alcoholic beverages. If alcoholic beverages are to be sold, all permits and/or licensing requirements apply.
- SC Town Board reserves the right to restrict, and/ or deny the use of the SC Town Hall to any group or organization or individual if a determination that the proposed use would be contrary to established policy and/ or not otherwise in the best interest of the Town of Silver Cliff.
- The **Usage/ Rental Agreement** will be signed by the individual responsible for the use of the SC Town Hall. The individual signing the agreement will be given a key to the building and will be responsible for any physical damage to the property and/ or equipment. The key will be returned to the Silver Cliff Town Clerk after said event.
- Any other requests not mentioned in these rules and regulations must be approved by the SC Town Board prior to the rental date.

**I have read and agree to the Rules and Regulations of the Silver Cliff Town Hall Rental**

Renter's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

# SILVER CLIFF TOWN HALL RENTAL AGREEMENT

(Continued)

Location of Property: N11929 County Road I, Silver Cliff, WI 54104

Type of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Name of Person, Group and/ or Organization: \_\_\_\_\_

Renter's Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_

Number of People Expected \_\_\_\_\_ Total Rental Fee and Deposit Required \_\_\_\_\_

## **Deposit and Rental Fees are as follows:**

Deposit: \$100.00 Organizations (annual fee): \$50.00

Resident/ Taxpayers: \$25.00 Non-Resident/ Non-Taxpayers: \$35.00

Rental Fee for a multiple day event may be adjusted at the discretion of the SC Town Board

**USAGE/ RENTAL AGREEMENT:** I understand that my use of the Silver Cliff Town Hall is voluntary and that I am using it for my benefit only. I agree that the use of the Silver Cliff Town Hall facility is undertaken at my own risk and that the Township of Silver Cliff will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my group/ organization due to the negligence of members of my group/ organization or the negligence of third parties. On behalf of myself and the group/ organization that I represent, I expressly forever release and discharge the Township, its agents, or employees, from any such claims, injuries or damages. I also agree to defend, indemnify, and hold harmless the Township from any claims, injuries, or damages of whatever nature arising out of, or connected with my use of the Silver Cliff Town Hall. I also agree to reimburse the Township for any damage, breakage, maintenance, or cleaning costs arising out of my use of the Silver Cliff Town Hall. If it becomes necessary to cancel my event, I will give a 24 hour notice prior to the rental date to receive a full refund of the rental fee and deposit.

By signing below, I agree to all terms and conditions of the Rules and Regulations as outlined, in addition I agree to all terms and conditions outlined in the Usage/ Rental Agreement.

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

If you have any questions, please contact the Silver Cliff Town Clerk at 715-757-3163

## **RETURN THIS COMPLETED FORM AND PAYMENTS TO:**

Amy Vannieuwenhoven  
Silver Cliff Town Clerk  
N119292 County Rd I  
Silver Cliff, WI 54104