

# TOWN OF DUNN

## TOWN HALL RENTAL AGREEMENT

Name of Group or Person \_\_\_\_\_

Number in Group \_\_\_\_\_

Rental Date \_\_\_\_\_ Rental Time \_\_\_\_\_

Responsible Person \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Telephone

**RENTAL FEE:**

**Resident of Town of Dunn (over the age of 21):** \$100 + \$100 (Deposit)

Two separate checks – Deposit fee will be returned if clean and undamaged.

**Non-Resident of Town of Dunn (over the age of 21):** \$150 + \$100 (Deposit)

Two separate checks – Deposit fee will be returned when if clean and undamaged.

(Please provide return envelope to return deposit check or the check will be shredded. Thank you.)

**Clean-up includes:** Take your garbage with you, Sweep the floor (scrubbing not necessary)  
Scrub down Kitchen and put back any utensils

**Rules**

1. The Town Board reserves the right to refuse rental to any person or group
2. Previously granted permission may be withdrawn at the discretion of the Township at any time
3. Refreshments (food and beverages) may be brought in, if requested at the time of application
4. No cover charge may be imposed if alcohol is served. The users are reminded that it is their responsibility to ensure that only invited guests of legal age are provided alcohol and that alcohol is provided free of charge.
5. You must assume liability for all damages to the property/Town Hall
6. Nothing may be affixed to the walls
7. The Town of Dunn premise inside and outside is a **non-smoking area**
8. Any cancellations require notice 48 hours in advance of the event.
9. The building code limits the number of people to 150
10. All confetti must be picked up and All Tables must be washed before stacking
11. You must be out of the building by 12:00 midnight.

I, the undersigned, agree to the above rules.

\_\_\_\_\_

Make both rental fee and deposit check payable to "Town of Dunn" and send to:

Sally Rasmussen – Town Clerk  
N2713 State Road 25  
Menomonie, WI 54751-3392

Adopted 12/14/2016 Rev. 06/29/2026