

# TOWN OF DUNN

## TOWN HALL RENTAL AGREEMENT

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

Occasion \_\_\_\_\_ 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):**     \$60 + \$100 (Clean-up Deposit)  
Two separate checks – Deposit fee will be returned if clean  
**Non-Resident of Town of Dunn (over the age of 21):** \$110 + \$100 (Clean-up Deposit)  
Two separate checks – Deposit fee will be returned when if clean  
**Chair and Table Rental:** \$25 Rental + \$50 Deposit (10 Chairs and 1 Table)  
Two separate checks – Deposit fee will be returned when all chairs and tables are returned in  
good condition, safe working order.  
**Clean-up includes:**     Take your garbage with you  
                                  Sweep the floor (scrubbing not necessary)  
                                  Scrub down Kitchen and put back any utensils used

### 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 Previously granted permission may be withdrawn at the discretion of the Township at any time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, without prior permission
7. The building is a non-smoking area
8. Any cancellations requires notice 24 hours in advance of the event
9. The building code limits the number of people to 150
10. The office, storage room and shop are locked
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 checks payable to "Town of Dunn" and send to:

Sally Rasmussen  
Town of Dunn Clerk  
E4391 State Road 72  
Menomonie, WI 54751

Adopted 12/16/2016 Rev. 11/17/2018