



Town Hall/Pavilion Rental Agreement

This Rental Agreement (the Agreement) by and between the Town of Sherman, Iron County,

hereinafter referred to as 'Lessor' and _____
herein referred to as 'Lessee'; print name/organization

Lessor is the owner of Town Municipal Buildings located at 3063W Hwy 182, Park Falls, WI and agrees to rent out the Town Hall ____ and/or Pavilion ____ on the date of _____ to the Lessee provided Lessee complies with the following rules.

Purpose of Event: _____

Maximum capacity: The maximum capacity is 125 for the Town Hall and 200 for the Pavilion

Closing Hour: All functions shall terminate by 11p.m. of the event date.

Smoke-Free: The Sherman Town Hall is a smoke free facility. Smoking is permitted outside at least twenty feet from any building provided Lessee cleans up all outside smoking residue.

Insurance: If alcoholic beverages are served, individuals or organizations must provide verification of liability insurance (with minimum \$1 million liability coverage) listing the Town of Sherman as an additional insured. Insurance required? ____ yes ____ no

Charging for Alcoholic Beverages is prohibited.

Alcoholic Beverages: Alcoholic beverages provided by the Lessee free of charge is permissible provided Lessee provides liability insurance noted above and assumes full responsibility for guests. Lessee warrants that alcohol will not be served to anyone under the age of 21.

General Set-up and Take-down:

- All lights must be turned off and all doors locked when the event has ended
- Lessee shall provide their own dish towels, dish cloths and potholders
- NO furniture or equipment shall be removed from the building
- All chairs and tables are to be cleaned and placed in their original location or storage area
- All floors, bathrooms and outside areas must vacuumed and/or swept clean
- Properly dispose of all garbage and recycle items

- Decorations may be displayed provided no tacks, staples or duct tape is used on any walls or ceiling. All decorations must be removed at cleanup.
- The Town Hall and/or Pavilion area grounds including all food and dishes must be cleaned and removed by 11am the day following the event.

Check Out:

- Complete the Town Hall/Pavilion Post Event Checklist (the Checklist).
- Return keys and Checklist to the Town Clerk by 11am the following day.

Fee (Make Check Payable to Town of Sherman):

Rental Fee for Event Date	_____
Rental Fee for Day Prior to Event (if applicable)	_____
Rental Fee for Day After Event (if applicable)	_____
Security Deposit	_____
Total	_____

Security Deposit: The Security Deposit will be refunded to you after the premises have been inspected by a representative of the Lessor. Any damages or the costs of any cleaning provided by the Lessor will be deducted from the Security Deposit. The balance of your security deposit will be returned within approximately 14 days.

Lessee warrants the use to of the Town Hall is strictly limited to the purpose of the event described above. Use the Town Hall or Pavilion is undertaken at Lessee’s own risk. The Lessor is not liable for any claims, injuries and damages of any nature incurred by Lessee or attendees of the event. Lessee represents and forever releases and discharges the Lessor, its agents or employees, from any such claims, injuries or damages of whatever nature arising out of the rental of Lessor facilities. Lessee agrees to reimburse Lessor for any damage, breakage, maintenance or cleanup costs arising from rental of Lessor’s facilities.

LESSOR

Town of Sherman, Iron County

Print name and Title

Signature and Date

LESSEE

Print Name of Organization if Applicable

Print Name (and Title if applicable)

Signature and Date