

Stella Town Hall Rental Agreement

Name of Applicant: _____

Address: _____

Telephone Number: _____

Are you a resident of Stella? YES _____ NO _____

Do you own and pay taxes on property in Stella? YES _____ NO _____

Type of Party/Event: _____

Number of People Expected: _____

This agreement is being made between the Town of Stella and _____ (name)
for the use of the Town Hall on _____ (date) from _____ (a.m./p.m.)
to _____ (a.m./p.m.).

It is understood by the renter:

1. Fire doors and lanes must not be blocked. All expenses and/or cost of damages to remove cars will be the Renter's responsibility.
2. Alcohol is allowed if serving free by invitation (when license is not required). Renters are responsible to control use, and all events must cease by 12:00 a.m. midnight.
3. Use only approved decorations. Do not use any mounting screws, tacks, or nails of any kind.
4. No open fires exception in your own grills and must be completely extinguished with all coals removed from Town property.
5. No overnight camping or setting up canopy tents without prior approval of Town Board.
6. Pets must be leashed and waste cleaned up.
7. Do not stand or sit on tables and do not stand on chairs. Do not remove tables or chairs from Town Hall.
- 8. Prior to leaving the building Renter must:**
 - A. Wipe up food and beverage spills from all countertops, tables, chairs and floor.
 - B. Clean and place all chairs, tables, dishes, utensils and furnishings back to where they were when renter first arrived, or to their designated storage areas.
 - C. Kitchen shall be left clean and all items put back in place. Take food from the refrigerator with you.
 - D. All floors must be swept and mopped.
 - E. Pick up all trash/recycling/cigarette butts/decorations that result from rental and remove from Town Hall. What you carry in, you take out.
 - F. Secure the building before leaving (i.e., close and lock all doors and windows, turn off all lights, check toilets to make sure they are flushed, etc.)
 - G. If thermostat was changed, return setting of _____ degrees.

9. Renter will be held responsible for any damages to the premises or equipment and the expenses of collecting those damages.
10. The Town of Stella is not responsible for any property left on the Town Hall grounds.
- 11. Deposits will be held until the key is returned, garbage removed, and inspection completed. Deposit will be returned in a self-addressed, stamped envelope provided by the Renter. All or part of the deposit may be used by the Town to pay for damages and/or clean-up expenses.**
12. The Town of Stella may have an Automated External Defibrillator (AED) available at the Town Hall for EMERGENCY PURPOSES ONLY. **CALL 911 FIRST IN THE EVENT OF AN EMERGENCY.** Training on the use of an AED is available upon request and can be scheduled with the Town Supervisor at the time of rental confirmation.
13. Renter agrees to indemnify Town of Stella, its employees, and officers harmless against and from any and all claims, actions, damages, liability and expenses in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or at the rental facility. In case Town of Stella, without fault on its part, be made a party to litigation commenced by or against Renter, then Renter shall protect and hold Town of Stella harmless, and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by Town of Stella in connection with such litigation.

I have read and agree with the above conditions of rental. **Make checks payable to: Town of Stella.** Deposit of \$_____ has been paid with Check #_____ Cash _____.

Renter Signature

Rich Hirman
Town Supervisor

Stella Town Hall Rental Guidelines

1. All dates must be reserved in advance and confirmed by Town Supervisor. The Town Hall will be available for set-up the day before the reserved date of the event unless discussed with Town Supervisor and other arrangements are made. A town hall key must be obtained through Town Supervisor.

Rich Hirman, Stella Town Supervisor
#715-493-0301

2. All users shall sign a Rental Agreement and Provide the Established Fees.

Deposit

Deposits in the form of a check made out to **Town of Stella**, will be required for the Town Hall key and guarantee of clean-up. The deposit will be returned by mail after the key is returned and clean-up inspection is completed. A stamped self-addressed envelope will be requested at time of key disbursement.

Rental Rates

Resident/Taxpayer
\$50.00/event
\$50.00 deposit

Non-Resident
\$300.00/event
\$300.00 deposit

Weddings
\$300.00/event
\$300.00 deposit

A deposit of \$50.00 will be required but no fees will be charged for Funerals for Resident/Taxpayer.