

Stella Town Hall Rental Agreement

Name of Applicant(s): _____

Address: _____

Telephone: _____

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: _____

Tables needed: _____ Chairs needed: _____

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

It is understood by the renter:

- 1.) Alcohol is allowed if served free by invitation (when license is not required). Renters are responsible for controlling use, and all events must cease by 12:00 a.m. midnight.
- 2.) Pursuant to Wisconsin Statute Section 125, if the event is open to the public, and alcohol beverages are being served, the Renter, if an appropriate entity, or in not, an appropriate entity must submit an application for a Temporary (Picnic) Alcoholic (Liquor) Beverage License, to the Town Clerk fifteen (15) days prior to the event. If a Temporary (Picnic) Alcoholic (Liquor) Beverage License is not obtained or issued, the Renter will be solely responsible to enforce and ensure that absolutely no alcoholic beverages are on the Town Hall premises and will indemnify the Town of Stella as outlined in No. 12 below.
- 3.) Use only approved decorations. Do not use any mounting screws, tacks, or nails of any kind.
- 4.) No open fires except in your own grills and must be completely extinguished with all coal removed from Town property.
- 5.) No overnight camping or setting up canopy tents without approval of the Town Board.
- 6.) Pets must be leashed, and waste cleaned up.
- 7.) Fire doors and lanes must not be blocked. All expenses and/or cost of damage to remove cars will be the Renter's responsibility.
- 8.) Do not sit or stand on tables or stand on chairs. Do not remove tables or chairs from the Town Hall.

- 9.) Renter will be held responsible for any damage to the premises and/or equipment and expenses related to collecting those damages.
- 10.) The Town of Stella has 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 a Town Board Member at the time of the rental confirmation.
- 11.) **Prior to leaving the building, the 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. Ensure the kitchen is clean and all items put back in place. Take food/drink from the refrigerator with you.
 - D. Ensure all floors are swept.
 - 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/windows, turn off all lighting, check toilets to make sure they are flushed, etc.)
- 12.) Renter agrees to indemnify the 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 the Town of Stella, without fault on its part, be made a party to litigation commenced by or against Renter, then the Renter shall protect and hold the Town of Stella harmless, and shall pay all costs, expenses, and reasonable attorneys' fees incurred or paid by the Town of Stella in connection with such litigation.

IN THE EVENT THE RENTAL AGREEMENT IS BROKEN, THE REQUIRED DEPOSIT WILL BE FORFEITED.

I have read and agree with the above conditions of rental.

Renter's Signature

Date

Kristen Hanneman
Town of Stella, Chair

Date

Make checks payable to: **Town of Stella**

Event Fee of \$_____ has been paid with check #_____ or cash_____

Security Deposit of \$_____ has been paid with check #_____ or cash_____

Renter has been refunded security deposit on _____

Renter acknowledges refunded security deposit _____

Stella Town Hall Rental Guidelines

All dates must be reserved in advance and confirmed by a Town Board member. The Town Hall will be available for set-up the day before the reserved date of the event unless discussed with a Town Board member and other arrangements are made. A town hall key must be obtained through a Town Board member. Please contact the Town Chair for reservations or questions.

Kristen Hanneman, Stella Town Chair
(715) 401-0881
chair@townofstella.com

Deposits

Deposits will be held until the key is returned and inspection has been completed. All or part of the security deposit may be withheld by the Town Board for damages to Town property and/or failure to meet all contract requirements. The renter is required to schedule an appointment with the Town Chair to meet at the Town Hall to exchange the rental key and deposit. Failure to meet the Town Chair within 7 days following the event date will result in full forfeiture of the security deposit.

Rental Rates

Resident/Taxpayer

\$50.00/event

\$100.00/deposit

\$150.00 total

Non-Resident and/or Weddings

\$400.00/event

\$300.00 deposit

\$700.00 total

Funeral

\$50.00 deposit only

All users shall sign a Rental Agreement and provide the established fees.