Town of Chase
HALL Reservation Form

Chase Community Hall: 8481 CTY RD S, PULASKI 54162
Rental Phone/Fax (920) 822-3362 or www.townofchase.org
Effective Date: February 01, 2016

STEP 1: CALL CINDY KROLL TO SEE IF YOUR DATE IS AVAILABLE (920) 822-5909

(Reservations are made on a first come, first serve, basis for the upcoming year.)

STEP 2: FILL IN THE INFORMATION BELOW

PERSON RENTING FACILITY: _____
This person is responsible for payment and use.

ADDRESS: _____

_____

PHONE NUMBER: _____**OR** _____

TOWN OF CHASE RESIDENT? [ ] Yes [ ] No If No, Resident of _____

RENTAL DATE: _____

FACILITY: Town Hall Number of People Attending: _____

TIME OF USE: FROM _____**a.m./p.m. TO** _____**a.m./p.m. (Include setup & clean-up time)**

TYPE OF EVENT: _____

STEP 3: READ THE FACILITY RENTAL POLICIES & PROCEDURES BELOW, THEN SIGN AND DATE.

As the official user or authorized designee of the above group, I hereby agree to accept the responsibility for observances, regulations, and policies established by the Town of Chase governing the use of all parks and recreational facilities. I furthermore accept full responsibility for any damages or excessive clean-up expenses that may be incurred as result of the use of the above facility by myself or by those that I represent. I have received a copy of the Town of Chase Facility Rental Policies & Procedures and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. I understand that failure to list any information requested on this form or falsification of information will result in denial of the application. I release the Town of Chase and its employees from any liability for injuries or damages associated with the rental.

I, the undersigned, have read this form and agree to the rules and regulations stated:

_____ _____
Signature of Person Renting the Facility Date Signed

Office Use Only
Rental Fee Paid: _____ Deposit Amount Paid: _____ Decorating Fee Paid: _____

Check #' : _____ Deposit Returned? [ ] Yes [ ] No Deposit Amt Returned: _____

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STEP 4: Calculate your rental fee(s)/security deposit payment:

Facility	Resident Daily Rental Fee	Non-Resident Daily Rental Fee	Security Deposit	Optional Decorating Fee
Chase Community Hall	$100	$150	$75	$10

Payment/Cancellations: **Payment in full when making reservation**, including security deposit. No dates will be reserved until the required rental fees and security deposit fees are received. However, reservations are made on a **first come, first serve** basis for the upcoming year. No rental reservations are valid without a copy of the signed form and paid rental fee and deposit. The rental fees are non-refundable if a cancellation occurs, only security deposit is refundable. **Initial** _____

Security Deposits – A security deposit will be charged to all groups using the facility for keys, equipment, damage, and/or clean-up costs. It will be returned only after the facilty and or equipment is inspected by Town staff and found to be in good condition. Upon inspection, your deposit will be returned within a week of the next scheduled Town of Chase Board meeting after your rental with notification of loss of deposit necessary to cover the cost of clean-up, lost keys, or repairs as agreed upon under the conditions of this contract. **Initial** _____

Optional TOWN HALL Decorating Fee – An optional decorating fee of $10.00 can be paid to allow permissible entry to the Town Hall facility during the hours of 6 p.m to 8 p.m. the evening prior to the rental period based upon availabiliy. Payment in full is due with contact, if applicable. **Initial** _____

STEP 5: MAKE CHECK PAYABLE TO: "TOWN OF CHASE"

MAIL CHECK WITH THIS SIGNED FORM TO:

Cindy Kroll, 7422 Kroll Lane, Pulaski, WI 54162

Keys – You will be informed where and when you to pick up and return the keys. The small key opens the electric box in the town hall outdoor pavilion; AND opens the white cupboard with the volleyball and horseshoes. Make sure equipment is returned and the cabinets are locked back up before leaving. Keys must be returned promptly at the end of your event/rental. **Initial** _____

ALL KEYS MUST BE RETURNED PROMPTLY.

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Facility Rental Policies & Procedures:

Town Hall Information - The hall capacity is 100 people and has a kitchenette, including a refrigerator, oven, two coffee pots and microwave. You must supply your own cooking utensils and serving dishes. Behind the hall is a large shelter with picnic tables, a swing set, volleyball court with net, and horseshoe pits. You must provide your own grill. Additional chairs and tables are in the closet next to the kitchen.

Hours – The facilities are available for rental between the hours of 8:00 a.m. to midnight daily. **Please note that setup, takedown, and clean-up must be included in your rental time. Initial** _____

Town of Chase Organizations -
Town charitable, civic, and service groups are welcome to use the Town Hall for club functions at no charge; however volunteer hours may be requested. A facility reservation form must be completed to detail the days and times of the use for the year. Terms of rental and clean up requirements are to be followed. Paid rentals, meetings and special functions of the Town take priority use of the building. **Initial** _____

Liability – The town does not assume any liability on groups or individuals attending the functions at the facilities.

- It is recommended the renter obtain event liability coverage insurance for their event or function held on the rented premises.
- It is required that a designated/licensed bartender to be used for events or functions where any person age 21 or over is consuming alcoholic beverages on the rented premises.
- Approval must be granted by the Town Board for public events; upon approval renter must provide a Certificate of Liability Insurance in the amount of $1 million naming the Town as an additional insured.

Initial _____

Town Hall/Park Rules

- Vandalism, abusive or disorderly conduct is not tolerated. Violation will cause dismissal and closing.
- DO NOT SIT ON THE TABLES OR STAND ON THE CHAIRS.
- No intoxicating liquor or fermented malt beverage shall be consumed on the rented premises by any person who has not attained the age of 21. You may not SELL alcoholic beverages.
- NO smoking allowed in hall.
- Use proper receptacles for cigarette butt disposal. Do NOT leave them on the ground(s).
- The hall telephone is to be used strictly for emergency calls only.
- It shall be the responsibility of the renter to obtain any necessary permits or licenses required by law.
- NO animals or pets allowed.
- NO fires.
- NO vehicles driven on or parked on grassy areas.
- Any damage to the park or facility from the use of these facilities or any park property shall be the responsibility of the person named on the reservation form.

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Setup, Clean-Up & Damage Policy – Setup or building entry prior to rental day and time is strictly prohibited except for the elective decorating fee option. **You will forfeit the security deposit for call-in pay for staff to cover the overime cost of clean-up or damages**. If additional charges apply, you will be billed accordingly. **Initial** _____

Therefore, the renter is required to adhere to the following requirements:

TOWN HALL Setup, Clean-Up –

1. The renter is required to setup and take down all tables, chairs, tents, port-a-potties, and personal equipment. (Do not drag across the floor, pick up and carry). Replace the tables and chairs as you found them.

2. All Hall cleaning equipment is in the furnace room.

3. **NO** nails, staples or tacks are to be used on the walls, ceilings, or tables for decorations. Masking tape is permitted so long as it is completely removed. **NO** scotch or duct tape is to be used. Clean-up and properly dispose of all decorations, banners, signs, etc.

4. Clean the facility after use.
   a. Sweep & clean the floors, but you **MUST** wipe up any spills, scuffs, soil spots or any other foreign materials or blemishes including in the bathrooms.
   b. Wipe ALL tables, counters, refrigerator, sinks and appliances with soap and water.
   c. Be sure the toilets are flushed and any used paper picked up, wipe mirrors and sinks.
   d. Remove all food items and other personal belongings.

5. Do not dump grease or coffee grounds in the sinks or toilets, dispose in garbage cans only.

6. Bag your garbage and put it **in** the large cans just outside the back door. Extra bags are under the kitchen sink. **Garbage must be bagged and removed or the deposit will not be refunded.**

7. Pick up any debris outside in the parking lot, shelter, and picnic areas.

8. Check the cleaning list posted in kitchen for additional information.

9. BEFORE LEAVING:
   a. Make sure all doors, windows and outdoor facilities are closed and locked.
   b. Shut off all lights (including in the bathrooms).
   c. In Hall, make sure the thermostat is turned down to 65 degrees (in winter) and the air conditioning is set to 75 degrees (in summer).
   d. Make sure all Hall equipment (balls and horseshoes) are returned to the cabinet and locked up.

Your deposit will only be returned *if* you leave the hall in satisfactory condition and there is no damage.

Initial _____