

Town of Dunn Hall Rental Usage Agreement

The Town Hall is not available for rent when it is in use for town business generally from 8am-4pm Monday – Friday and after hours during event periods like tax collection, elections, and scheduled meetings, where the Town Hall is set up for town business. Please check with the Town Clerk for availability.

1. In an effort to accommodate other governmental agencies or public service groups that wish to hold events during the work week, the Town may reschedule its own use of the Town Hall to make it available for an event. Please check with the Town Clerk for possible arrangements.
2. The Town Hall must be cleaned after use and left in the same condition as prior to use.
3. Costs for damage or cleaning, if any, may be billed to user if applicable.
4. No alcohol allowed on the premises. No smoking or vaping allowed. Food may be carried in. Trash must be taken out. No use of town equipment (i.e. copiers, phones, stove, refrigerator, office equipment).
5. Only the Town Hall upper meeting room and restrooms are available for use. Do not go in any office, the basement, or other storage rooms in the building.
6. The elevator is available for handicap accessibility only. Do not exceed posted weight limits or allow children to play on the lift. Adult supervision is required for all functions involving children under the age of 18.
7. If the Town Hall is being used for an event at which there is a charge to attend or participate, a certificate of insurance must be provided to hold the Town of Dunn harmless for any claims relating to the use of the hall for that function.
8. Any sale of items, bake sales, book sales, or presentations that involve or promote a sale of a service or product must have prior approval from the Town Board and must have all required permits and licenses including a Wisconsin Sellers permit, if required.
9. Rental fees as are indicated below:

Town Hall Rental	\$50.00 per hour	2 hour minimum of \$100.00
Storm Shelter Rental	\$30.00 per hour	2 hour minimum of \$60.00

Request to rent the Town Hall on the date of _____

Start Time _____ End Time _____

I have read and agree to comply with the above listed rules.

Applicant Name: _____ Applicant Phone Number _____

Applicant Signature _____ Date _____

FOR OFFICE USE ONLY

Approved **Not Approved**

Town of Dunn Signature _____ Date _____

Fee Amount Received in the amount of \$ _____ **Date** _____ **Receipt #** _____