**Town of Cleveland**

**Town Hall Rental Agreement**

**TOWN HALL RENTAL**

The Town Hall may be rented for receptions, meetings, and group discussions by any property owner of the Town of Cleveland. The rental rate is $75 per day for the hours of 7:00am-11:00pm. For rentals of 15 people or less and for a period of 3 hours or less, a rental rate of $25 will apply. The facility may be reserved by contacting Chairman, Kurt Jochimsen at (715) 615-3233. Reservations for usage are confirmed only when the security deposit and rental payments are received in full and a signed agreement is on file at the town hall.

The town reserves the right to deny any request for use.

**SECURITY DEPOSIT**

A $250 check or cash is required as a security deposit to rent the town hall. See CLEANING below for provisions pertaining to the security deposit. The facility will be inspected by town personnel no later than noon of the Monday following the rental. There will be a deduction from the security deposit in the amount of $25 per hour for cleaning to be found sub-standard. Physical damages will be deducted on an actual cost basis including all time spent by town personnel administering any repairs or replacements. The lessee is responsible for the entire facility and the actions of all persons on the premises.

**CLEANING**

All cleaning is to be done immediately after the conclusion of the event. All equipment, decorations, and materials not furnished by the Town must be removed within two hours after the conclusion of the event.

Cleaning Standards: (1) All waste cans will be emptied into outside containers provided. (2) All counters will be wiped clean and the sink in the kitchen area must be clean including sink strainers. (3) The refrigerator must be completely emptied, and any spills or residuals wiped clean. (4) All tables and chairs will be returned to the configuration they were in when you arrived. (5) All floors will be dry mopped to be free of dirt and clutter. Any spots from spills (etc.) must be wet mopped. Mops and supplies are located in the equipment room. (6) All exterior areas including the parking lot must be viewed to ensure trash or other items have been collected.

There is no decorating allowed prior to the rental date. Affixing anything to the walls or ceilings with staples, nails, tape, or other fasteners is strictly forbidden.

**SECURITY/SAFETY**

All lessee’s or groups using the Town Hall are responsible for the security of the building. At the conclusion of the event, please check all doors to ensure that the panic bars are released and functioning, and that the doors are all completely closed. The use of flammable materials such as, but not limited to, sparklers, fireworks is prohibited in the building or on the grounds. Upon entering the building, the person (s) responsible for renting should acquaint themselves with the location of fire extinguishers and exit doors.

Cameras are used to monitor outside areas of the building and parking lot. No cameras are placed inside of the town hall community areas. Please be advised that these cameras are on at all times.

**SMOKING**

Smoking is strictly prohibited in the building

**SPECIAL GROUPS**

Charitable, civic, and service groups are welcome to use the Town Hall at no charge. A Town Hall Rental Agreement must be completed the same as any other event. A responsible person which would be the property owner within the Town of Cleveland, must apply for and sign the rental agreement. All no charge rentals must be approved by the Town Board.

**HOLD HARMLESS CLAUSE**

Lessees shall indemnify, defend, and hold harmless the lessor from any and all damage, or loss or liability of any kind whatsoever occasional upon and or within the leased premises (as described in the lease agreement or as permitted for use by oral or other agreement), or ways or walks or concourse adjacent thereto, by reason of any injury to property or persons occasioned by any, omission, neglect, or wrongdoing of the Lessee or any of his, her, and or its officers, agents, representatives, assigns, guests, employees, invites, or other person admitted by the Lessee to the premises, and the Lessee will, at his or her and or at its own cost and expense, defend and protect the Lessor against any and all such claims or demands, also including reimbursement to Lessor of any attorney’s fees in connection herewith. The Lessee further agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of authorized persons during all usage periods.

**CHECKLIST**

* Return tables and chairs back to original configuration
* Dry/wet mop spills or dirt on the floors
* Take all excessive trash home with you (decorations, gift boxes, etc.)
* Make sure the refrigerator is empty
* Turn off the lights
* Turn off the furnace and air conditioner breakers
* **Turn water on when arriving and turn water off when leaving. Green valve on east wall in mechanical room.**
* Leave the key on the counter
* Check all exit doors and ensure that the push bars are set to “lock”

Thank you

**TOWN OF CLEVELAND**

**HALL RENTAL AGREEMENT**

Please make arrangements to pick up the keys on the last workday prior to the rental.

Lessee or Group Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible Town of Cleveland property owner if different than above

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attendance # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Rental Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security Deposit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Security Returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reasons if less than full return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the terms of the attached Rental Agreement and agree to comply and enforce compliance by all guests and attendees. Failure to abide by any terms of the rental agreement are grounds to forfeit the security deposit and make restitution for any damages over and above the security deposit.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lessee Date Town Authorization