

TOWN OF BRULE HALL RENTAL AGREEMENT

Diane Nelson, Clerk, will be responsible for bookings and key use. Please contact Diane at 218-591-0693 (cell) to check availability or for more information before submitting this form.

<u>Hall use per day</u>	<u>Brule resident</u>	<u>Non-resident</u>
Small party	\$20	\$100*
Rummage sales, flea markets, etc.	\$30	\$100*
Large parties, dances, etc.	\$50*	\$100*
Meetings/Trainings	\$25	\$25
Kitchen usage**	\$25	\$25
Non-profit, funeral	free/donations accepted	

*Damage deposit of \$50 required for large parties or for non-residents.
It will be paid back after the next Board meeting if the hall passes inspection.

**Anyone who FULLY utilizes the kitchen must pay to offset costs of stove gas and electricity.

All damages and wrong doing during an event is the liability of the renter.

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I have received and read the Town of Brule Hall Rental Agreement and agree to its terms.

I would like to rent the Town Hall on (date) ____ \ ____ \ ____ . Resident? ____ Yes ____ No

Event _____ Amount Due: _____

Please print full name: _____

Mailing address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Mail form and fee to Diane Nelson, 5231 S County Line Rd, Brule, WI 54820

KEYS: The renter is responsible for unlocking and locking the hall unless arrangements are made with the Clerk. Keys must be picked up by an adult, 18 years or older, unless accompanied by an adult. Adult supervision is mandatory when children younger than 18 are in the hall. Keys must be returned immediately following the event.

DECORATING: When decorating the hall, do not pin or nail anything to walls, floor or ceiling. Use only regular transparent tape or masking tape—NO DUCT TAPE! Remove all decorations and tape when cleaning.

CLEANING: Leave the hall, bathrooms, floors and kitchen clean! DO NOT SIT ON TABLES! Put tables and chairs away. Any dirty or wet kitchen towels or dishcloths may be left in the kitchen, but notify the Clerk if this is done so they may be laundered. Renter must take garbage away when cans are full or arrange with the Clerk to have this done. DO NOT put garbage outside. Empty the garbage cans and put fresh bags in them. These are found in the kitchen under the right-hand counter. Sweep the floor in the hall and bathrooms. Flush any dirty toilets. If the renter does not wish to clean, the Janitor may be hired. Fees are negotiable with the Janitor.

Please report to the Clerk if paper toweling or bathroom tissue is low when you return the keys. A supply of them is in the hallway cabinet. If any problems occur during the event, contact the Clerk at 372-4877. If the Clerk is unavailable, you may contact the Janitor, Sheila Mackie, at 372-5073 or any Board member – Kevin Mackie at 372-5073, Myron Olson at 372-8372 or Fred Stoll at 372-8403.

ALCOHOLIC BEVERAGES: When alcoholic beverages are served, a bouncer approved by the Board may be used. Fees are to be negotiated by the renter and bouncer

The law does not allow the sale or acceptance of donations for alcoholic beverages. Legally when alcoholic beverages are served, the event must be closed to the general public and admittance by invitation only.

No alcoholic beverages are to be taken into or out of the town hall during an event. No one under legal age is to be served alcoholic beverages. You must have a bartender licensed in Brule on the premises to serve alcoholic beverages. The renter(s) of the hall are financially liable for any damages to the hall and legally liable if anyone has any type of accident resulting from drinking alcoholic beverages at the event.

EXIT CHECKLIST

KITCHEN: stove burners and oven turned off, counters wiped clean, dinnerware, cups, glasses & utensils cleaned and put away, cigarette butts wet down and thrown away, ashtrays cleaned and put away, lights and exhaust fan off.

BATHROOMS: full garbage cans emptied, toilets flushed, lights off.

HALL: tables and chairs wiped off and put away, furnace thermostat turned down if used (note sign above thermostat), ceiling fans turned off if used, and lights off. In winter a ceiling fan is left on low to circulate the air, so leave the center fan on low.

DOORS: both side doors locked, front inside doors shut, outside door locked.