

AURORA TOWN HALL RENTAL AGREEMENT

Please review all information before you sign the agreement form.

1. Residents of the Town of Aurora may rent the hall for a fee of \$50.00. Non-residents may rent the hall for a fee of \$100.00. Both will pay an additional \$50.00 deposit, which will be refunded providing all the rules and regulations have been complied with. Scheduling for all Town Hall use must be done through the Town Clerk.
2. The Town Board must approve all activities of use in the Town Hall. Any member of the board will be permitted to enter the premises at all times in order to inspect the premises to determine whether the renter is complying with the rental agreement.
3. All organizations and individuals who wish to rent the hall must present the application and deposit to the Clerk at time of booking. If the function requires multiple days, additional charges may apply.
4. Arrangements must be made with the Clerk, Katie Reinbold 920-361-0188, in order to receive a code to have access to the hall. The refund will be returned after it has been determined that all the rules have been complied with.
5. The Clerk and renter will date and sign the application at the time of the deposit. A duplicate copy of the signed application will serve as the receipt of deposit.
6. The signed agreement user will be held responsible for any of the cost due to damage, repair, or missing items at the Town Hall.
7. The reservation fee is non-refundable if the event is cancelled within two weeks of the scheduled rental.

The following items must be followed in order to have your \$50.00 deposit refunded:

- No pets allowed.
- No Smoking.
- Beer and wine may be served without charge and the renter assumes all liability and responsibility for its use.
- All lights and faucets must be turned off and toilets flushed.
- Sweep and vacuum all areas used including the bathrooms. Please mop the floors if needed.

- Garbage and recyclables must be taken with you when you leave.
- If food is served, all countertops, sinks, and tables must be wiped off.
- All doors must be locked when leaving the premises.
- Hall must be in the same condition and table and chairs need to be set up exactly the way they were before rental.

Thank you for your time and consideration in the rules when renting the Town Hall for your event.

Thank you,
Town of Aurora Board Members

Please return application and deposit to:

Town of Aurora
C/o Katie Reinbold
P.O. Box 256
Berlin, WI 54923

In case of emergency please call 911. You may also contact the following board members if there is an emergency during the authorized use of the town hall:

C.J. Young 237-9919
Andy Przybyl 979-7608

Jeff Toll 361-9075
Katie Reinbold 361-0188

Application to Rent Aurora Town Hall

Date of application _____

Name of Applicant: _____

Address: _____

Telephone Number: _____

Date Requested for Hall Rental: _____

Time: _____ to _____ Check # _____

Type of Event: _____

Alcohol to be served: YES _____ NO _____

I AGREE TO ABIDE BY THE AURORA TOWN HALL RENTAL AGREEMENT ON THE DATES AND TIMES STATED ON THIS RENTAL APPLICATION.

Signature: _____

Renter

Rental Fee: Resident \$50.00 _____

Non-Resident \$100.00 _____

Damage Fee: \$50.00 _____

Total: _____

Signature: _____ Date: _____

Authorized Agent, Town of Aurora

Name and mailing address of check provider **if not** the same as above:

Name: _____ Check # _____

Address: _____

City: _____ State: _____ Zip Code: _____



INSPECTION AND REIMBURSEMENT

(After next Town Board meeting)

Building left in satisfactory condition: YES _____ NO _____

Date of Refund: _____ Amount: _____

Signature of Authorized Agent: _____