

TOWN OF ERIN  
1846 STATE HWY 83  
HARTFORD, WI 53027  
262-673-3682

APPLICATION AGREEMENT AND RENTAL FORM

Name: \_\_\_\_\_

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

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

Date requested: \_\_\_\_\_

Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Number of people expected: \_\_\_\_\_  
(Accommodates 150 people or less)

**Keys must be picked up by appointment only. It is the renter's responsibility to pick up keys. If keys are not picked up, renter forfeits all fees.**

In consideration of being allowed to use the Town Hall, the undersigned responsible person, individually, and also the below-named organization, if any, collectively herein "User", hereby agree as follows:

1. The User accepts and shall fully comply with the Town of Erin Town Hall use regulations contained in this application.
2. The user shall return the Town Hall to the same condition it was in at the start of the agreement time and in accord with specific requirements herein.
3. The User is solely responsible for any damage done or additional clean-up required as a result of the rental, including any amount exceeding the security deposit amount.
4. User acknowledges and agrees that Town employees or agents shall be allowed physical access to the Town Hall at any time during the rental period.
5. User acknowledges if they set off the alarm a fee will be charged to the deposit.

**RULES FOR USE OF TOWN HALL AND RETURN OF SECURITY DEPOSIT:**

1. All doors and windows must be secured before leaving and all lights must be turned off with the exception of emergency lights.
2. Key may be dropped off in container outside of clerk’s office or returned on Monday.
3. All garbage must be removed from Town Hall and place in the dumpster. Any garbage outside of the Town Hall as a result of rental must also be cleaned up. Garbage bags are provided and located in the kitchen.
4. All tables and chairs used must be returned to storage area, tables wiped down and dried before stacking. DO NOT block the furnace area in the storage closet. All tables and chairs must be wiped down and left out to be sanitized.
5. If user has adjusted the heat or air conditioning, the thermostats must be returned to the “Scheduled program” before the user leaves.
6. Floors must be swept and mopped. Mops, brooms and vacuum cleaner are in the janitor closet between the restrooms.
7. No tape, staples, tacks, nails or other items may be used to attach decorations to the Hall floors, walls, mirrors or ceilings. Alterations to the Hall are prohibited.
8. Party activities are to end at 12 am. and clean up completed and the hall vacated by 1 am.
9. User agrees to be responsible for any litter to the area around the Town Hall, including damage to trees, plants, etc.
10. All counter top and equipment must be cleaned, including sinks. Please check that all burners and the oven are turned off.
11. Smoking is prohibited in the Town Hall facility.
12. **NO smoking or use of fogging devices by bands/DJs** as this will set off the alarms and the Washington County Sheriff and the Hartford Fire Department will show up. Any charges will be passed on to the User.
13. Alcoholic beverage use is allowed. User shall ensure that alcohol is consumed in accord with State Law.
14. No awnings, tents or canopies shall be erected outside the Town Hall entrances, in the park or the asphalt parking lot.
15. **ABSOLUTELY NO FIREWORKS OF ANY KIND** (sparklers, bottle rockets, roman candles etc.) are allowed on the Town premises. If fireworks are present, user forfeits full security deposit.
16. **PARKING** must be in the asphalt parking lot only. No parking on grass, playgrounds, basketball courts, baseball fields, soccer fields or any other place other than the asphalted parking lot. No parking in front of the salt shed or the overhead doors of the highway department.

**I have read this contract and agree to all terms and conditions.**

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_

**Security deposit will not be returned if the above conditions are not met.**

**Rental fee**

All day	\$200
Deposit	<u>\$200</u>
Total	\$400

**Security deposit will not be returned if all conditions are not met.**

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**Office Use Only:**

Rental fee & deposit amount received:

\_\_\_\_\_, 20\_\_      \$\_\_\_\_\_ Check#\_\_\_\_\_ Cash\_\_, receipt#\_\_\_\_\_

Scheduled Pick-up date and time for key: \_\_\_\_\_ Key# \_\_\_\_\_

Key Returned: \_\_\_\_\_, 20\_\_\_\_\_

Security deposit returned: \_\_\_\_\_, 20\_\_\_\_\_