

Town of Highland
Town Hall Rental Agreement for Residents and Organizations

A \$50.00 Clean Up/Damage Deposit is required on all events.

Group/Organization/Individual _____

Responsible Person _____

Description of activities/event _____

Address _____

Phone _____ Number of Persons Expected _____

Requested Date of Building Use _____

Time _____

It is agreed and understood that no consumption of alcohol will be allowed on Town Hall premises.

The group or person requesting occupancy hereby agrees to indemnify and hold harmless the Town of Highland from any claims, demands, damages, actions and causes of action of every kind and nature which accrue or have their inception of origin during the aforementioned group's occupancy of the Town Hall.

Contact Town Clerk before any event to make arrangements for unlocking and locking, this is the responsibility of the renter to make these arrangements.

This is a smoke free building.

Please note: The clean up/damage deposit will be refunded to the lessee assuming that the following items have been attended to:

Clean up is required within 24 hours unless arrangements specifically made with the Town Clerk.

All tables and chairs must be returned to the area where they were from.

No decorations are to be hung on the walls or the ceiling at any time.

All posters, placemats, table cloths, utensils, plates, cups, bottles and the like, have been cleared and disposed of properly. All garbage is to be bagged and will be taken out by Town Crew.

All personal items and surplus materials have been removed from the premises.

No damage to the structure or the contents, beyond normal wear and tear has occurred.

This building cannot be left open and unattended at any time. A Town Official will check the building to determine if the clean up is satisfactory and if the deposit is to be returned.

Signature _____

Date _____

Board approval _____

Date _____

Please return completed form with \$50.00 deposit to:

Nora Anne Moss, Clerk
Town of Highland
7316 S. County Road S
Lake Nebagamon, WI 54849

715.374.2046
715.374.2059

Phone
Fax