

**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 \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Description of Activities/Event \_\_\_\_\_  
Number of Persons Expected \_\_\_\_\_  
Date of Building Use \_\_\_\_\_ Time \_\_\_\_\_

It is agreed and understood that this application does not authorize consumption of alcohol on town premises. The Town Hall is a smoke free building.

The group or person requesting occupancy hereby agrees to idemnify 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 the Town Clerk before any event to make arrangements for unlocking and locking the building. It is the responsibility of the renter to make these arrangements.

Please note: The deposit will be refunded to the lessee assuming the following items have been attended to:

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

All table and chairs must be returned to the area where they are 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 the 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.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(must be 18 or older)

Board Approval \_\_\_\_\_ Date \_\_\_\_\_

Return completed form and the \$50.00 deposit to

Town of Highland  
PO Box 22  
Lake Nebagamon, WI 54849

If you have any questions please contact  
Nora Anne Moss, Clerk  
(218) 391-3754  
[clerk@townofhighland.net](mailto:clerk@townofhighland.net)

Form Updated 101221