



Town of Greenville  
W6860 Parkview Drive  
Greenville, WI 54942  
920-757-5151

**TOWN HALL RENTAL CONTRACT**

Date requested for use of Town Hall \_\_\_\_\_

Time requested for use of Hall \_\_\_\_\_

\_\_\_\_\_ Anticipated number of persons  
attending function \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

TYPE OF EVENT (Please describe)

Public/Service \_\_\_\_\_

Meeting \_\_\_\_\_

Social \_\_\_\_\_

**Cost of Facilities**

**Community Center**

Noon - 6 p.m. 50.00  
Deposit 50.00

6 p.m. - 11 p.m. 125.00  
Deposit 100.00

**Safety Building**

Noon - 6 p.m. 40.00  
Deposit 50.00

6 p.m. - 11 p.m. 100.00  
Deposit 100.00

Total check attached \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

Return with deposit to Town of Greenville, P.O. Box 60,  
Greenville, WI 54942

THE KEY MUST BE PICKED UP ON THE THURSDAY BEFORE YOUR  
RENTAL (8:00- 12:00 & 1:00 - 4:30- OFFICE HOURS)OR  
ARRANGEMENTS MUST BE MADE FOR PICK UP ON FRIDAY. IF THE

KEY IS NOT PICKED UP AND A TOWN EMPLOYEE IS CALLED TO  
OPEN THE BUILDING, IT WILL RESULT IN A \$15.00  
FORTEITURE OF YOUR DEPOSIT MONEY. YOU ARE EXPECTED TO  
CLEAN UP WHEN YOU ARE DONE.

TOWN OF GREENVILLE

USE GUIDELINES

1. All rental contracts are subject to approval. Some larger events may require security officers which will be at an additional cost to user. Need for security officer will be determined by Town Board.
2. The person renting must be a Town resident.
3. The person renting the building is responsible for any damage to the building or equipment.
4. You may reserve the Community Center up to 1 year in advance.
5. Any commercial use is subject to Board approval for use and charges.
6. At the time of reservation, a \$50.00 deposit is required with a full refund if cancellation is made before 60 days of use.
7. No security deposits will be refunded until keys are returned.
8. No live music or DJ's will be allowed.
9. No weddings will be allowed.
10. No sitting or standing on the tables.
11. Clean up is your responsibility.
12. No smoking is allowed.
13. No pets are allowed.

I have read the above rules and agree to abide by them.

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Date

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Signature

