

Town of Greenville Town Hall
W6860 Parkview Drive Greenville WI 54942
(920) 757-5151 ext 0 or **After Hours** call (920) 757-7276

TOWN HALL/SAFETY BUILDING RENTAL CONTRACT
PROCEDURES AND PROVISIONS

The following procedures and provisions apply to all Town Hall/Safety Building rental contracts and are deemed part of the rental contract.

1. Application / Contract. All Town Hall rentals shall require the submission of a completed and signed rental application contract by the person renting the Town Hall. All rental contracts are subject to approval by the Town. The rental application/contract shall include the following information:

- a. Name and address and phone number.
- b. Driver's License No.
- c. Date of rental.
- d. Function and expected number of people attending?

2. Town Residency Required. Town Hall rental is limited to Town of Greenville residents.

3. Fees. Unless waived for non-profit community organizations, the rental fees for the Community Center and Safety Building are as follows:

COMMUNITY CENTER	SAFETY BUILDING
12:00 p.m. to 6:00 p.m. – \$60.00 Plus security deposit of \$60.00	11:00 a.m. to 6:00 p.m. - \$50.00 plus security deposit of \$50.00
6:00 p.m. to 11:00 p.m. - \$135.00 Plus security deposit of \$135.00	6:00 p.m. to 11:00 p.m. - \$110.00 plus security deposit of \$110.00

The building must be vacated by the ending rental time.

Please allow time for clean up.

All Chairs and Tables shall be placed back to the way you found them when you arrived for your rental event.

4. Security Deposit. There is a security deposit required that is equal to and in addition to the rental fee. The Town Administrator may waive the security deposit requirement for non-profit community organizations.

5. Reservations. Reservations require a rental application to be completed, signed and filed with the Town Clerk. Reservations may be made up to one (1) year in advance. The security deposit and rental fee are required at the time of all rental reservations. The security deposit and rental fee shall be refunded in full if cancellation is made more than 30 days prior to use.

6. Cleaning. Cleaning after rental is the sole responsibility of the renter. Failure to clean adequately will result in the forfeiture of the security deposit plus \$100.00 per hour for needed Facility cleaning.

7. Frequency of Rental. Rental is limited to not more than one time per month.

8. Key. The key to the rental facilities must be picked up on the **Thursday before** the rental date or arrangements shall be made for pick up on Friday. If the key is not picked up, and a Town employee is called to the premises to open the facilities, a charge of \$15.00 will be made against the security deposit. No security deposit will be refunded until the key is returned.

9. Prohibited Uses and Conduct.

- a. Weddings.
- b. Live music or disk jockeys.
- c. Any commercial use except those approved by the Town of Greenville.
- d. Gambling.
- e. Pets.
- f. Pyrotechnics, smoke machines, or devices with open flames.
- g. Smoking.
- h. Disorderly or boisterous conduct.
- i. Sitting or standing on tables.

10. Security Officers. The Town of Greenville may, in its discretion, require security officers to be present for larger events. The cost of the security officers shall be paid by the renter.

11. Damages. The person renting the facilities is solely responsible for all damages to the facilities or equipment.

12. Sanctions. The Town may, in its discretion, refuse or deny future rentals for cause.

13. Indemnification. The renter shall indemnify and hold the Town harmless for any injuries to persons or any damages to property occurring or arising out of the rental of the facilities. Nothing herein shall be deemed a waiver of governmental immunity or any other privilege, immunity or limitation provided by law.

TOWN OF GREENVILLE RENTAL
APPLICATION-AGREEMENT
W6860 Parkview Drive Greenville WI 54942
757-5151 or 757-7276 after hours

Facility Requested: _____

Date requested: _____

Time requested: _____

Renters Name: _____

Drivers License Number: _____

Address: _____

Phone: _____

Function: _____

Expected Number of People: _____

Rental Fee Amount: _____

Deposit Amount: _____

Total Amount Due: _____

Rental Fee and Deposit are due at the time of the reservation.

I HAVE READ THE TOWN OF GREENVILLE RENTAL CONTRACT PROCEDURES
AND PROVISIONS AND AGREE TO COMPLY WITH THE PROVISIONS.

Renters Signature: _____

Date Signed: _____

*** Please return a signed copy to Town Hall and keep one copy for your Rental Records.