

Mailing Address:
Town of LeRoy
N10725 CTY YY
Lomira, WI 53048



Location:
LeRoy Town Hall & Garage
N10725 CTY YY
Lomira, WI 53048

Town of LeRoy Hall Rental Agreement

Contact Information: Please print

Name of Renter: _____

Daytime Phone Number: _____ Evening Phone Number: _____

Date of Event: _____ Type of Event: _____

Note: Please check with Linda Schraufnagel, Town Chair for available dates before submitting form. 920-948-4714

The Town Hall will be available on a first come basis. The rent for a one-day event will be as follows

1. Town Residents \$100.00 includes \$50.00 deposit
2. Non-residents \$200.00 included \$100.00 deposit

Please Note: The \$50.00 deposit for Town Residents or \$100.00 for non-residents is required and will be applied toward any additional clean-up that is required after the event. If the premises are left in satisfactory condition, the deposit amount will be refunded. Payment must be paid with a personal check made out to the Town of LeRoy. Mail payment along with your signed contract to Town of LeRoy, N10725 Cty. YY, Lomira, WI 53048 when your date is confirmed.

Terms and Conditions

1. Any and all damage to the premises will be billed to the person signing the rental agreement over \$50.00 for residents and \$100.00 for non-residents.
2. Entrance to the building will be made on the day of the event, unless other arrangements have been made. Arrangements can be made by contacting Linda Schraufnagel at 920-948-4714.
3. There will be no attaching of decoration to the walls, tables, etc. that will leave holes or damage to any surface.
4. Any damage must be reported to Linda Schraufnagel
5. Clean-up must be completed at the end of the day of the event, this will include restrooms.
6. Do not drag tables on carpet or floors.
7. No smoking is allowed in the building.
8. Renters to supply own utensils for food and preparation in kitchen. Kitchen MUST be cleaned after use.
9. Confine activities to the restrooms, meeting rooms and kitchen. The shop and offices are not open for use.
10. Key must be left at the Town Hall in the key deposit box. If key is not returned a charge of \$25.00 will be deducted from the deposit.

Signature

I, _____ agree to all of the above conditions and agree to hold harmless the Town of LeRoy Elected Officials on this _____ day of _____, 20 _____