

# NEWBOLD TOWN HALL RENTAL GUIDELINES

1. All dates must be reserved in advance and confirmed by Town Clerk or Town Treasurer. A town hall key must be obtained through the Clerk.

Kim Gauthier, Newbold Town Clerk  
715-362-1092

Jodie Hess, Newbold Town Treasurer  
715-282-2052

2. All users shall sign a Rental Agreement and Provide the Established Fees.

## DEPOSIT

A deposit of **\$100**, in the form of a check made out to **Town of Newbold**, will be required for the town hall key and guarantee of clean up. The deposit will be returned by mail after the key is returned and clean up inspection is complete. A stamped self-addressed envelope will be requested at time of key disbursement.

## RENTAL RATES

Resident/Taxpayer  
\$75/day one-time fee  
\$40 half-day fee

Non-Resident  
\$150/day one-time fee  
\$80 half-day fee

\*Funeral luncheon- no charge to town residents.

Deposit will be required but no fees will be charged to:

1. Fire Department volunteers for immediate family use.
2. Other regular town volunteers for immediate family use.
3. Governmental meetings.

## NEWBOLD TOWN HALL RENTAL AGREEMENT

This agreement is being made between the Town of Newbold and \_\_\_\_\_  
(name) for use of the Town Hall on \_\_\_\_\_ (date) from \_\_\_\_\_ (time)  
Group size of approximately \_\_\_\_\_ people.

It is understood by Renter:

1. Fire doors and lanes must not be blocked. All expenses and/or damages to remove cars will be the Renter's responsibility.
2. Alcohol is allowed, if serving free by invitation (when license is not required). Renters are responsible to control use, and all events must cease by 12:00 a.m., midnight.
3. Prior to leaving the building Renter must:
  - A. Place all chairs, tables, dishes and furnishings back to where they were when renter first arrived, or to their designated storage areas.
  - B. Close and lock all windows and lower blinds.
  - C. Turn off all meeting room, bathroom, front hallway and outside lights.
  - D. Close and lock (if equipped) all doors when leaving, except for kitchen area and bathrooms.
  - E. Turn down temperature to setting that is noted next to thermostat.
  - F. Do not leave towels or any combustible materials on the stove; place them on the sink or counter top.
  - G. Take out trash and place in the outdoor receptacle behind the fire department.
  - H. Take food from the refrigerator with you.
4. Renter will be held responsible for any damages to the premises or equipment and the expense of collecting those damages.
5. The Town of Newbold is not responsible for any property left on the Town Hall grounds.
6. Decorating: No tacks or tape will be used on any hall ceiling tile. All decorations must be taken down after the event.
7. Deposit of \$100 will be held until the key is returned, garbage removed and inspection is complete. Deposit will be returned in self-addressed, stamped envelope provided by Renter. Any damages and clean up expense will be taken out of deposit.
8. Renter agrees to indemnify Town of Newbold, its employees, directors, officers and trustees harmless against and from any and all claims, actions, damages, liability and expenses in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or at the rental facility. In case Town of Newbold, without fault on its part, be made a party to litigation commenced by or against Renter, then Renter shall protect and hold Town of Newbold harmless, and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by Town of Newbold in connection with such litigation.

I have read and agree with the above conditions of rental. **Make checks payable to: Town of Newbold.** Deposit of \$100.00 has been paid with Check # \_\_\_\_\_. A separate check in the amount of \$ \_\_\_\_\_ for hall rental has been paid with check # \_\_\_\_\_

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Kim Gauthier, Town Clerk  
6105 Point Drive, Rhineland, WI 54501