



TOWN OF RUSHFORD
3413 N COUNTY ROAD K
[HTTP://TOWNOFRUSHFORD.ORG](http://townofrushford.org)

TOWN OF RUSHFORD TOWN HALL RENTAL CAPACITY 196 SEATING

Please make sure you read over all the information on these papers before you sign the agreement form.

1. Residents of the Town of Rushford may rent the hall for a fee of \$50.00. Non-Residents may rent the hall for a fee of \$100.00. Both will pay an additional \$100.00 deposit, which will be refunded providing all the rules, and regulations are complied with. Scheduling for all Town Hall use must be done through the Town Clerk. No more than 6 months prior to date requested.
2. Non – Profit organizations within the Town of Rushford may use the town hall for meetings; however the organization must present a written application to the Clerk at least two weeks before the monthly meeting for approval with a donation to cover expenses.
3. The Town Board must approve all activities of use in the Town Hall.
4. All organizations or individuals who wish to rent the hall must present a written application, together with their deposit to the Clerk at time of booking. If function requires the use of the hall for more than one day, additional charges may be added, depending on time used.
5. Arrangements need to be made with the Clerk for a time when you can pick up a key and for returning the key. Please call Peggy Hendricks at 920-379-4515 to make arrangements. The refund will be returned after it has been determined that all of the rules have been complied with.
6. The Clerk and renter will date and sign the application at the time of deposit. A duplicate copy of the signed rules will serve as the receipt of deposit.
7. The signed agreement user will be held responsible for any of the cost sue to damage, repair or missing items at the Town Hall.
8. Cancellations of reservations prior to rental date are subject to an administrative fee of \$20.00

There is no smoking or pets in the building. If you or any of your guests violate this rule, you will forfeit your \$100.00 refund and you will lose all future privileges in using or renting the Town Hall.

1. Hours-8am –midnight, no music after 11:00pm
2. Absolutely NO tape or nails are allowed on any walls for decorating purposes. You may tape to windows or tables ONLY.
3. No liquor is allowed on the premises. Beer and wine may be served without charge but shall not be sold.
4. Toilets must be flushed and all faucets must be turned off. Lights and Heat or Air Conditioner.
5. Sweep all areas that were used, including restrooms.
6. Bring your garbage bags and take all garbage with you.
7. If food is served, all countertops and tables must be washed and wiped clean.
8. Outside doors must be locked when leaving the premises.
9. **Hall MUST be in the same condition and tables & chairs set up exactly the way it was before rental.**

Thank you for your time and consideration in the rules when renting the Town Hall for your event. Let's make it a great experience for you and anyone else that will rent the Hall by following the rules above.

Thank you
Rushford Town Board Members

Return form and deposit to:

Town of Rushford
3413 County Road K
Omro, WI 54963

Application to Rent Rushford Town Hall

Name of applicant or organization:

Name of Person responsible:

Address: _____

zip code _____

Telephone number: _____

Cell number: _____

Date Requested: _____

Time _____ to _____

Type of Function to be held:

Alcohol to be served: YES _____ NO _____

Approximate number attending: _____

Signature of Applicant: _____

Date: _____

\$ _____ deposit paid to Clerk:

Cash _____ Check# _____

Refund after event \$ _____ Check # _____

Sent applicants check back to them. Yes _____ No _____

Date: _____

Signature of Clerk :