

Town of Oakland Hall Rental Agreement

The Town Clerk is responsible for bookings and key use of the town hall. Please contact Laurie Dolsen at 715-399-0206 (hall) or 715-399-0339 (home) to check availability or for more information before submitting this form.

Anyone using the Town Hall will be responsible for any damage to the hall or its contents. Garbage must be removed from the premise by the renter. **Renter is responsible to clean the Town Hall (including the kitchen) and return it to its previous condition.**

The Booking Fee is to be paid before the event occurs. Checks should be made payable to the **Town of Oakland**. In addition, please submit at the same time a separate check (also made payable to the Town of Oakland) as your Damage Deposit—please include “Damage Deposit” on the memo line of the check.

Rental Use Fee:	Resident of Oakland	Non-Resident	Damage Deposit
Under 30 people	\$50	\$75	\$100
Over 30 people	\$75	\$125	\$100
Rummage Sale*	\$75	\$125	\$150
<i>*Includes Friday/Saturday; an additional \$50 fee to include Sunday</i>			
Benefits	No Charge		\$100

Beer/liquor is allowed on the premise **if an authorized deputy is on the premise at all times that beer/liquor are available and a paid licensed bartender is dispensing the beer/liquor.** Payment of their wages is the sole responsibility of the town hall renter. **An additional Damage Deposit of \$100 is required.**

Public information and non-profit organizations are free with Board approval. All damages and wrong doing during an event are the liability of the renter.

I have received and read the Town of Oakland’s Hall Rental Agreement and agree to its terms and fees.

I would like to rent the Town Hall on ____/____/____ (date)

Event: _____ Amount Due: _____

Additional Damage Deposit Due: \$100 (Please circle if applicable and include with the separate check)

PLEASE PRINT:

Full Name of Responsible Renter: _____

Address (Street/City/State/ZIP): _____

Phone: _____ Email: _____

Signature: _____ Date: _____

FOR TOWN HALL OFFICE USE: Date form received: _____ Amount received \$ _____

Damage Deposit received: \$ _____ Amount/Date Returned: \$ _____