

# Town of Oakland Hall Rental Agreement

The Town Clerk is responsible for bookings 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. Arrangements for setup and to receive the key can be made with custodian **Dana Dolsen** at **218-390-8691**.

Anyone using the Town Hall will be responsible for any damage to the hall or its contents. Garbage must be bagged and securely tied and left in the garbage can for removal by a town employee. **Renter is responsible to clean up after themselves in the Town Hall (including the kitchen) and return it to its previous condition. No Bounce Houses are allowed.**

The Rental Fee is to be paid before the event occurs. A check for the rental fee only should be made payable to the **Town of Oakland**. Please submit at the same time a separate check for your Damage Deposit (also made payable to the Town of Oakland)—please include “Damage Deposit” on the memo line of the check.

<b>Rental Use Fee:</b>	<b>Resident of Oakland</b>	<b>Non-Resident</b>	<b>Damage Deposit</b>
<b>General Use</b>	<b>\$75</b>	<b>\$125</b>	<b>\$100</b>
<b>Rummage Sales</b> <i>Includes Friday/Saturday; an additional \$50 fee to include Thursday or Sunday</i>	<b>\$75</b>	<b>\$125</b>	<b>\$100</b>
<b>Funerals/Luncheon</b>	<b>No charge</b>	<b>No charge</b>	<b>None</b>
<b>Wedding Package</b> <i>Includes Friday/Saturday/Sunday; Evidence of Liability Coverage or a Special Event Insurance Policy is required</i>	<b>\$250</b>	<b>\$300</b>	<b>\$200</b>
<b>Special Community Events</b> <i>Event must be approved by the Town Board for this fee</i>	<b>\$50</b>	<b>\$75</b>	<b>\$100</b>
<b>Benefits/Non-Profit Events*</b>	<b>No Charge</b>		<b>\$100</b>

Beer/liquor is allowed on the premises **if an authorized deputy is on the premises 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 and proof of deputy/bartender is required.**

*\*Public information and non-profit organizations are free with Board approval. All damages and wrongdoing 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 \_\_\_\_/\_\_\_\_/\_\_\_\_ or from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Event Type (see above): \_\_\_\_\_ Rental Fee Due: \_\_\_\_\_

Damage Deposit Due: \_\_\_\_\_ (Please include as a separate check—to be returned upon satisfactory inspection after the event)

## PLEASE PRINT:

Full Name of Responsible Renter: \_\_\_\_\_

Address (Street/City/State/ZIP): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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