

# Town of Oakland Hall Rental Agreement

The Town Clerk is responsible for bookings of the town hall. Please request the town hall online at [townofoakland@centurytel.net](mailto:townofoakland@centurytel.net), call the Town Hall at 715-399-0206 to check availability.

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. The Rental Fee is to be paid, along with the deposit at time of the reservation. A check for the rental fee only should be made payable to the **Town of Oakland**. Deposits will be returned to the applicant within 2 weeks of the reservation conclusion.

Rental Use Type	Resident	Non-Resident	Damage Deposit
General Use	\$75	\$125	\$100
Rummage Sale	\$75	\$125	\$100
Funeral/Luncheon	No Charge	No Charge	No Charge
<b>Wedding Package</b> <i>Includes Friday/Saturday/Sunday; Evidence of Liability Coverage or a Special Event Insurance Policy <b>is required</b></i>	\$250	\$300	\$200
<b>Special Community Events</b> <i>Event must be approved by the Town Board for this fee</i>	\$50	\$75	\$100
<b>Benefits / Non-Profit Event</b> <i>Event must be approved by the Town Board for this fee</i>	No Charge		\$100

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 (**on reverse**) 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: \$ \_\_\_\_\_

## POLICY

The hall is not considered rented unless all forms and necessary supporting documents (i.e., event insurance policy) are received and rental fees and the Damage Deposit have been paid. When renting the hall, contact the Town Clerk for availability. Once the request is received, it will be considered tentatively reserved and the requesting party will have 2 weeks (14 days) to submit the appropriate forms/documents/fees. If the forms/documents/fees are not received by the Town Clerk, the date will be released and will be available for rental again. A non-refundable cancellation fee of \$25 will be retained if the reservation is canceled within 2 weeks (14 days) of the event. Wedding packages are for 3 days and if alcohol will be served, a licensed bartender must be secured and utilized the day of the wedding—proof of the license must be received by the Town Clerk. A sheriff deputy must also be reserved and paid for by the renter. The custodian will inspect the town hall after the event and will notify the Town Clerk and Town Board of any damage that occurred. The damage deposit received will be returned to the renter if there is no damage found. No Bounce Houses are allowed.

## RENTAL RULES

Thank you for renting our town hall. In order to keep our hall in good condition for many years, **please read and abide by** the following rules:

- **ABSOLUTELY NO SMOKING in the building.**
- Decorations must be completely removed after use. No masking tape, duct tape, staples, tacks, nails or similar materials are allowed to be used on walls, sound panels, or ceilings. Removable Command Strips are acceptable to use on the walls.
- **TABLES AND CHAIRS MUST REMAIN IN THE BUILDING.**
- **DO NOT hang anything from the ceiling or pipes.**
- All dishes, utensils, coffee pots, pitchers, etc., must be cleaned and returned to their storage areas.
- All kitchen counters must be wiped clean (including any food spills in the refrigerator). *Leave towels and dish rags in the kitchen—we will clean them.*
- Floors must be SWEPT.
- Tables and Chairs are to be placed back in the storage units/area.
- All trash must be bagged and securely tied and left in the garbage can for removal by a town employee.
- Turn off all lights when leaving (including bathroom lights).
- Lock the doors before leaving and leave the key on the counter in the kitchen.
- Common safety practices must be utilized both inside the building and outside on the grounds (do not climb on items/displays/vegetation/ etc., keep young children out of the kitchen and under supervision; do not block or park in front of the fire department doors, etc.).

The Renter has read and agrees to abide by the above-listed rental rules and will be held responsible for any damage to the property as a result of the rental.