

**TOWN OF HARTLAND - - TOWN HALL RULES & REGULATIONS**

The town hall may be rented to town residents or nonresidents by contacting **Carrie Bohm at 715-851-3107** for available dates. Rental fees must be paid in advance. See rates below.

**Town Resident: \$ 75 per day**  
**Nonresident: \$ 150 per day**  
**Security deposit: \$75.00 (Town Resident)**  
**\$150.00 (Nonresident)**

Please make out two separate checks to the order of **Town of Hartland**; one for the security deposit and one for the rental. After inspection, the security deposit check will be sent back if there are **no damages** or **extra cleaning needed**. Otherwise, the renter will forfeit the entire security deposit. Complete this rental agreement and send with payment to:

**Carrie Bohm, Town of Hartland Clerk, N4058 Highline Rd, Bonduel, WI 54107.**

**RENTER’S RESPONSIBILITIES:**

1. CLEAN THE BUILDING THOROUGHLY AFTER USE: including the hall, kitchen and bathrooms, dry/wet mop the floor with green microfiber mop and vacuum rugs. Spot clean any spills with toweling and water. Cleaning supplies, broom, mop and vacuum cleaner are in the furnace room. Please be sure to check the grounds and pickup all litter from the yard
2. Curfew is midnight.
3. Remove ALL GARBAGE/LEFTOVERS from the premises, including bathroom waste containers. Bags are provided.
4. Be sure toilets are flushed. DO NOT FLUSH LEFTOVERS DOWN THE TOILET!
5. Be sure all windows are closed.
6. Cooling months – Set BOTH thermostats to 75 degrees when leaving the hall. Rest room dial stays in auto.
7. Heating months – Set BOTH thermostats to 55 degrees when leaving the hall. Rest room dial stays in auto.
8. Check to see that all lights are turned off and doors are locked. The door by the fridge should be pulled tight.
9. Key should be left in the plastic box on the shelf by the front door.
10. The Hartland Town Hall is a Public Government Facility – NO SMOKING is allowed.
11. **KITCHEN TOWELS ARE NO LONGER PROVIDED.**

**TOWN’S RESPONSIBILITY:** The Town of Hartland is not responsible for any equipment, supplies, materials, clothing or other items brought to the town hall or transported to the town hall property by any group or individuals.

**LIABILITY:** The Town of Hartland does not assume any liability for groups or individuals attending functions at the town hall. Renter is liable for any unreasonable damage. Please note any potential problems prior to use. If there is any unreasonable damage to the hall or its contents while being rented, the person renting the hall will be billed for the actual cost of repairs. This could also result in loss of future hall use.

The person(s) signing this form has permission to use the town hall and shall be responsible for conforming to conditions set forth above.

I (we) have read and understand, the rules and regulations for use of the Hartland Town Hall.

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Rental Date: \_\_\_\_\_