



Town of Dunbar, Marinette County
N18956 CC Camp Road, Dunbar, WI 54119 Ph (715) 324-6132

THE DUNBAR TOWN HALL/PARK/GROUNDS
RENTAL AGREEMENT

1. The Town of Dunbar Clerk reserves the right to deny the use of the town hall/park/grounds to any person or group without cause. A denial may be appealed to the Dunbar Town Board; however, if the town board must convene outside their normal monthly meetings the applicant must pay to have the board take up a special hearing. All users of the town hall/park/grounds must leave the building and grounds in the same or better condition they then found it. Janitorial supplies will be found in the kitchen area for cleaning the hall. All trash must be removed by the user. Heat in the hall must be turned down to 60 degrees before leaving and locking up. Turn off power at the park pavilion when leaving.
2. A non-profit organization must provide a copy of their IRS affirmation letter indicating their address and current non-profit status along with the application.
3. An application must be filled out for every separate event planned with no re-occurring events that may interfere with town business.
4. There will be a \$50.00 refundable deposit required before the event for the town hall/park/grounds. The deposit only will be returned within 30 days if the hall/park/grounds are cleaned and not damaged after the event. If the hall/park/grounds are not cleaned and left in the condition it was found in, the renter's deposit will be forfeited. The individual or organization renting the building/park/grounds will also assume responsibility for paying any damages suffered to the building/park/grounds or its contents during the rental.
5. **No alcoholic beverages will be served or consumed on any town property without first obtaining the required permits and liability insurance coverage as required by the town.**
6. There is NO SMOKING allowed in the town hall.
 5. No Long-Distance Phone calls shall be made.
6. No tape, nails, tacks, or staples may be placed or driven into walls, ceilings, floors or in the woodwork of the hall/pavilion/kitchen. NO town property is to be removed from the building or property.
7. Renters of the Dunbar Town Hall/Park shall agree to the "Town Hall User Checklist" below when cleaning up after any event:

Town Hall User Checklist

- A) Sweep floor/clean pavilion/grounds
- B) Mop up any spills/turn off electric at park only
- C) Clean tables and chairs and put away
- D) Wash and put away all dishes, pots, pans, silverware, etc.
- E) Clean countertop and sink
- F) Make sure stove is turned **OFF**
- G) Remove food from refrigerator and unplug from wall.
- H) Remove all decorations and tape
- I) Flush and clean toilets (make sure there not running)
- J) Turn off all lights, including bathrooms
- K) Take along with you all garbage
- L) Lock all doors when leaving
- M) Turn down heat to 60 degrees
- N) Please leave a note to staff for all needed supplies

Date of agreement: _____

Purpose of Rental: _____

Organization/person renting: _____

Address: _____

Phone: _____

Date/Time of Scheduled Event: _____

Non-Profit _____

Education _____

Resident _____

Non-Resident _____

Commercial _____

Rent Due: _____ Deposit Due _____ Total Rent with Deposit _____

Deposit Received Date: _____ Deposit Returned Date: _____

Additional Information: _____

DUNBAR TOWN HALL DAILY RENTAL RATES:

Non-Profit Organizations	Educational Use	Residents	Non-Residents	Commercial
\$0	\$0	\$50.00	\$150.00	\$200.00
Limited 2/Month	Limited 2/Month	\$75 (Winter)	\$175 (Winter)	\$225 (Winter)

The Town of Dunbar is not liable for any accidents, injury, underage consumption of alcohol, or any legal action taken as a result of this rental agreement of the town hall, park facilities or town property at any time. The renter must obtain an insurance policy to cover any planned event and accepts full responsibility and liability for said event. The signed renter of the Town of Dunbar town hall/park/grounds assumes full responsibility of seeing that the herein conditions and requirements are met in this three-page contract and by said person's signature fully understands them and is legally bonded to this contract.

I hereby understand and consent to the conditions of the agreement contained herein.

Signature: _____

Date: _____

Clerk/Treasurer/Approved: _____ Date _____

Form Revision,
07/07/2017