



Town of Chase Facility Reservation Form

Town Hall: 8481 CTY RD S, PULASKI 54162
Rental Phone/Fax (920) 822-3362 or www.townofchase.org

STEP 4: MAKE TWO (2) CHECKS PAYABLE TO: "TOWN OF CHASE TREASURER"

(1) Check for rental fee **AND** (1) Check for security deposit fee *

Fees	Resident Fee	Non-Resident Fee
Rental Fee	\$75	\$125
Security Deposit	\$75	\$75

Payment/Cancellations: Payment in full, including security deposit is due **30 days prior** to the scheduled event. However, reservations are made on a **first come, first serve**, basis for the upcoming year. No rental reservations are valid without a copy of the signed form and paid deposit. If a cancellation is made at least 30 days prior to the scheduled event, you will receive a full refund. All fees are non-refundable if the cancellation is made less than 30 days prior to the scheduled event. (Note: This same policy applies if the rental is scheduled less than 30 days in advance).

Security Deposits – A security deposit will be charged to all groups using the facility for keys, equipment, damage, and/or clean-up costs. It will be returned only after the facility and/or equipment is inspected by Town staff and found to be in good condition. A separate check must be written for the security deposit. Upon inspection, your check or a portion thereof will be returned within 7 to 15 business days with notification of any deductions to the deposit necessary to cover the cost of clean-up, lost keys, or repairs as agreed upon under the conditions of this contract.

Optional Decorating Fee – An optional decorating fee of \$10.00 can be paid to allow permissible entry to the facility during the hours of 6-8 p.m. the evening prior to the rental period based upon availability. Payment in full is due to the Deputy Clerk with key pick up, if applicable.

STEP 5: MAIL BOTH CHECKS WITH THIS SIGNED FORM TO THE DEPUTY CLERK:

Jeanne Wroblewski, 7793 Cty Rd S, Sobieski, WI 54171

Keys – The Deputy Clerk will tell you when and where you can pick up the keys. The small key opens the electric box in the shelter; AND opens the white cupboard with the volleyball and horseshoes. Make sure equipment is returned and the cabinets are locked back up before leaving. Keys must be returned promptly at the end of your event/rental.

KEYS MUST BE RETURNED PROMPTLY.



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Facility Rental Policies & Procedures:

Hours – The facilities are available for rental between the hours of 8:00 a.m. and midnight daily. Please note that setup, takedown, and clean-up must be included in your rental time.

Rules

- Vandalism, abusive or disorderly conduct is not tolerated. Violation will cause dismissal and closing.
- DO NOT SIT ON THE TABLES OR STAND ON THE CHAIRS.
- No intoxicating liquor or fermented malt beverage shall be consumed on the rented premises by any person who has not attained the age of 21. You may not SELL alcoholic beverages.
- The hall telephone is to be used strictly for emergency calls only.
- It shall be the responsibility of the renter to obtain any necessary permits or licenses required by law.

Liability – The town does not assume any liability on groups or individuals attending the functions at the hall.

- Approval must be granted by the Town Board for public events; upon approval renter must provide a Certificate of Liability Insurance in the amount of \$1 million naming the Town as an additional insured.

Setup, Clean-Up & Damage Policy – Setup or building entry prior to rental day and time is strictly prohibited except for the elective decorating fee option. **You will forfeit a minimum of 50% of the security deposit for call-in pay for staff to cover the overime cost of clean-up or damages.** If additional charges apply, you will be billed accordingly. Therefore, the renter is required to adhere to the following requirements:

1. The renter is required to setup and take down all tables, chairs, and personal equipment. (Do not drag across the floor, pick up and carry). Replace the tables and chairs as you found them.
2. All cleaning equipment is in the furnace room at the end of the hall.
3. No nails or tacks are to be used on the walls, ceilings, or tables for decorations. Tape is permitted so long as it is completely removed. Clean-up and properly dispose of all decorations, banners, signs, etc.
4. Clean the hall after use.
 - a. Sweep the floors (you do not have to mop the entire floor), but you must wipe up any spills, scuffs, soil spots or any other foreign materials or blemishes including in the bathrooms.
 - b. Wipe the tables, counters, refrigerator, sinks and appliances with soap and water
 - c. Be sure the toilets are flushed and used paper picked up, wipe mirrors and sinks.
 - d. Remove all food items and other personal belongings.
5. Do not dump grease or coffee grounds in the sinks or toilets, dispose in garbage cans only.
6. Bag your garbage and put it in the large cans just outside the back door. Extra bags are under the sink. Garbage must be bagged and removed or the deposit will not be refunded.
7. Pick up any debris outside in the parking lot, shelter, and picnic areas.
8. BEFORE LEAVING:
 - a. Make sure all doors, windows and outdoor facilities are closed and locked.
 - b. Shut off all lights (including in the bathrooms).
 - c. Make sure the thermostat is turned down to 60 degrees (in winter) and the air conditioning is set to 80 degrees (in summer).
 - d. Make sure all balls and horseshoes are returned to the cabinet and locked up.

Additional Hall Information - The hall capacity is 100 people and has a kitchenette, including a refrigerator, oven, two coffee pots and microwave. You must supply your own cooking utensils and serving dishes. Behind the hall is a large shelter with picnic tables, a swing set, volleyball court with net, and horseshoe pits. You must provide your own grill. Additional chairs and tables are in the closet next to the kitchen.