



# Town of Caledonia

www.townofcaledonia.com

PO Box 190, Readfield WI 54969

(920) 667-4773

## RENTAL AGREEMENT for COMMUNITY CENTER/SHELTER

Use the event calendar at [www.townofcaledonia.com](http://www.townofcaledonia.com) to determine the availability of your date. Review the rental rules and cost of facilities to determine what options you need for your event. Print, fill out, and return the Rental Agreement with required fees to the Town of Caledonia. **Your reservation is confirmed once the town website calendar is updated with your rental information.**

Security deposits will be returned following the next scheduled Town Board meeting if no issues were found in the post-event inspection.

### Details of Rental:

Date Requested for use of Community Center/Shelter: \_\_\_\_\_

Time of Usage: start: \_\_\_\_\_ end: \_\_\_\_\_ # of People expected: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address, City, Zip: \_\_\_\_\_

Contact Info: Phone \_\_\_\_\_ Email: \_\_\_\_\_

### Cost of Facilities per day:

Security Deposit (required)	\$ 75	\$ 75
Community Center	\$ 75	_____
Park Shelter	\$ 75	_____
Community Center & Shelter	\$125	_____

Total amount: \$\_\_\_\_\_

### Please return rental agreement along with full payment to:

Town of Caledonia, PO Box 190, Readfield WI 54969

or

Deposited in the mailbox outside of the Caledonia Community Center

Contact the town clerk with questions: [caledoniatownclerk@gmail.com](mailto:caledoniatownclerk@gmail.com) or (920) 667-4773

*I have read the Rental Rules and agree to abide by them:*

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

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

## Rental Rules:

1. Must be 21 years of age to rent the Community Center
2. The signed rental agreement and payment for rent plus the refundable security deposit is due before rental can be confirmed. If payment is not received, the facilities can be rented to someone else. There are no exceptions.
3. Trash bags are to be put in outdoor dumpster
4. Community Center should be returned to pre-use condition: temperature should be set to follow guidelines, lights should be turned off, tables/chairs should be returned to positions, and door should be re-locked with key returned to keybox.
5. If used, the kitchen must be cleaned.
6. Use of tape, thumbtacks, and/or other hanging devices are strictly prohibited. No decorations can be attached to any wall, woodwork, or doors. Remove all tape from tables.
7. There is NO SMOKING in the Community Center.
8. No alcohol sales or exchanges for value are allowed without a license issued by the town clerk. The Town of Caledonia accepts no responsibility for the effects of alcohol or other drugs used by renter, its members, guests, or other attendees.
9. Town of Caledonia is not responsible for lost or stolen articles.
10. Commercial use of the facilities is subject to approval by the Town Board.
11. Renter shall vacate the premises by 12:00 am.
12. Security deposit will not be refunded if rental is canceled later than 10 days before rental date.
13. Key access will be provided with a code for the key box on the front door. Keys must be returned to the key box immediately following the event. Failure to return keys will result in charges for rekeying the Community Center.

All or a portion of the security deposit will not be refunded if any of the above guidelines are not followed, or there is excessive dirt (spilled beverages, food, vomit or cigarette butts) in any part of the building or grounds.

Should any damage occur to any portion of the building or grounds by this rental in excess of the security deposit, I accept full responsibility and will pay all reasonable expenses for repairs, including but not limited to labor and repairs.

*I agree to indemnify and save harmless the Town of Caledonia and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of the Town of Caledonia properties herein specified. I have received and agree to abide by all rules, regulations, and policies established by the Town of Caledonia for the use of buildings, properties, and facilities; and to adhere to all specifications and limits listed.*

**\*\* Town residents can reserve the hall after September 1 for the following year. Non-residents can reserve the hall after January 1 of the year of rental. \***