Town of Algoma

Municipal Building Reservation Agreement

15 N. Oakwood Rd., Oshkosh WI 54904

920-235-3789 or http://townofalgoma.org/

The Town of Algoma is a GREAT place to have a party, family reunion, wedding reception, meeting or event. The Municipal Building offers a large open space room, kitchenette with refrigerator, stove and sink and an outdoor children's playground with large park.

Name of Organization or individual: _____

Type of Event: _____ Date of Event: _____

Time of use: _____ (include setup & cleanup time)

Contact Person: _____

Address: _____

_____

Telephone Number: _____

Will you be serving beer, wine or liquor? _____

Fees	*Resident Fee*	*Non-Resident Fee*	*Damage Deposit*
Municipal Building	$75.00	$100.00	$50.00

- Damage Deposit will be refunded if no cleaning/repair services are required following event.

Remit Check payable to:

Town of Algoma
15 N. Oakwood Rd.
Oshkosh, WI 54904

I agree to indemnify and hold the Town of Algoma, its employees, officials and agents harmless 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 Hall. I have read the Facility Rules and agree to abide by them.

_____ _____

Signature Date

Office Use Only

Date Fees Paid _____ Added to Calendar _____ Check # _____ Amount $_____

Date Key Issued _____ Date Key Returned _____ Deposit Returned Yes No Deposit Retained $ _____

Town of Algoma
Municipal Building Facility Rules

15 N. Oakwood Rd., Oshkosh WI 54904
920-235-3789 or http://townofalgoma.org/

Hours - The facility is available for rent between the hours of 6:00 am and 11:00 pm on Saturday and Sunday. Please note that setup, takedown and clean-up must be included in your rental time.

Payment/Cancellations/Reservations – Payment must be made in full when making the reservation including the Damage Deposit no more than six (6) months in advance of the event. A completed, signed Agreement and fees are required to the hold reservation. If a cancellation is made at least 15 days prior to the scheduled event, the full fee amount will be refunded. All fees are forfeited if the cancellation is made less than 15 days prior to the scheduled event. This policy also applies if the rental is scheduled less than 30 days in advance. Town meetings and special functions take priority in use of the building.

Damage Deposits – A Damage Deposit will be charged to all groups using the facility for lost keys, damage to equipment, structural damage and or clean-up costs. The deposit will be returned after the facility is inspected by Town staff and found to be in good condition. After inspection, your fee or portion thereof will be returned within 7 to 15 business days with notification of any deductions that were necessary to cover the cost of clean-up, lost key, or repairs as agreed upon under the conditions of these Facility Rules.

Government Agencies – Governmental and Town of Algoma charitable, civic and service groups are welcome to use the Town Hall for meetings or functions during the business day and until the close of business at no charge. A facility reservation form must be completed to detail the days and times of the use. Terms of rental and clean up requirements are to be followed. Paid rentals, meetings and special functions of the Town take priority in use of the building.

Keys – It will be the responsibility of the renter to contact the Town Clerk prior to the event to make arrangements to pick up the key. The key must be picked up no later than the last business day of the week (if Friday by noon). All keys must be returned the next day following the event or Monday if on a weekend.

Town Hall Information – The hall capacity is 162 people and has a kitchenette including a refrigerator, stove and sink. You must supply your own cooking utensils, serving dishes and remove all of your perishable items from the refrigerator, ensuring the stove and oven are clean and have been turned off. You must provide your own garbage bags and remove all refuse from the premises after your event. There are 10 large tables (seat 10 each) and 100 chairs available for use. The room shall be reset to the original arrangement after the event is over. We have provided a diagram on the bulletin board. Decorations may not be nailed, stapled or permanently fastened to the structure. All decorations and tape must be removed after the event. Outdoor events do not have a rated capacity. Weather permitting; the outside grounds are available for use in conjunction with inside use. All tables and chairs shall remain inside the building.

Heat – The thermostat for heat is programmable and will be set prior to your event by one of the town staff. The thermostat is located within a lock box and shall not be tampered with by individuals or organizations who are renting the premises.

Air Conditioning – In the Municipal Hall a thermostat is located on the middle of the east wall; with two switches on the side of the control box. Flip the bottom switch on first. If the second unit is needed flip the top switch on. When turning off the air, flip the top switch off first and then the bottom switch.

Facility Rules

- Beer, wine and liquor may be served but not sold.
- No person under the age of 21 shall consume any intoxicating liquor or fermented malt beverages.
- Smoking inside the building is prohibited. Smoking is allowed outside only and smokers are required to dispose of all smoking debris in an appropriate manner.
- Abusive or Disorderly conduct is prohibited.
- Vandalism to the premises is prohibited.
- No animals or pets shall be allowed.
- No fires.
- Carry in/Carry out - user is responsible for appropriately removing all personal items, food, and garbage from the Town Hall site.
- No vehicles shall be driven or parked on grassy areas.
- No nails, staples or tacks are to be used on the walls, ceilings, light fixtures or structure of building for decorations. Tape is permitted, but must be completely removed.
- Wipe up spills, scuffs, soil spots or any other foreign materials or blemishes from tables, floors, walls, stove, oven, refrigerator, microwave and countertops.
- Any damage to the park or facility shall be the responsibility of the person or organization named on the Reservation Agreement.
- Turn off all lights and air conditioning (if applicable).
- Before leaving premises, ensure all doors and windows are closed and locked.
- The Town of Algoma is not responsible for any lost or stolen articles.

Emergency contact: Town Chair – Joel Rasmussen 920-410-2311
Maintenance - Dewey Nelson 920-231-4555

Please leave the Town Hall in the same condition it was in at the beginning of your event and suitable for immediate use by the next group. We offer this building as a convenient, safe, and inexpensive option to host your social gathering.