

# Town of Algoma

## Municipal Building Reservation Agreement for Friday Rental

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

The Town of Algoma Municipal Building is a PERFECT place to have a party, reunion, reception, shower or meeting. The Town Hall offers a large open room, kitchenette with refrigerator, stove, microwave and sink and an outdoor children's playground with large park.

Name of Organization or Individual: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Time of Use: \_\_\_\_\_ (include setup & cleanup time)

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

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

Town Resident? Yes \_\_\_\_\_ No \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Will you be serving beer, wine or liquor? Yes \_\_\_\_\_ No \_\_\_\_\_

Pick up key on Thursday, \_\_\_\_\_ before 4:30 pm.

Friday Fees	Resident Fee	Non-Resident Fee	Damage Deposit
Municipal Building	\$125.00	\$175.00	\$150.00
With Saturday Rental	\$100.00	\$150.00	\$0.00

- Damage Deposit will be refunded if no cleaning/repair services are required following event. If damages exceed the deposit amount, the Town reserves the right to recover the costs from the renter.

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 _____	Check # _____	Amount \$ _____	For Hall Rental Fee
Added to Calendar _____	Check # _____	Amount \$ _____	For Damage Deposit
Date Key Issued _____	Date Key Returned _____	Deposit Returned	Yes No Deposit Retained \$ _____

# Town of Algoma

## Municipal Building Facility Rules

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**Hours** - The Town Hall is available for rent between the hours of 6:00 am and 10:00 pm on Saturday and Sunday. Please note that setup, takedown and clean-up must be included in your rental time. **The rental times shall not be extended.**

**Payment/Cancellations/Reservations** – Separate payments (Cash or Check) 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 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 Deposit** – 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 30 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. If damages exceed the amount of the deposit, the Town of Algoma reserves the right to recover the costs from the renter.

**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 the Thursday before the rental date by 4:30 pm. All keys must be returned Monday morning after the event or put in the white dropbox by the front door.

**Town Hall Information** – The capacity of the meeting room 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. **Decorations may not be fastened to the walls, ceiling or light fixtures. Use of glitter is prohibited.** All decorations must be removed after the event including all tape from tables. 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 and Air Conditioning** – The temperature is programmable and will be set prior to your event by 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.

## 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 decorations are to be attached to the walls, ceiling or light fixtures.
- Wipe up spills, scuffs, soil spots or any other foreign materials or blemishes from tables, floors, walls, stove, oven, refrigerator, microwave and countertops. All table tops need to be cleaned after use.
- 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.
- Before leaving premises, ensure all doors are closed and locked.
- The Town of Algoma is not responsible for any lost or stolen articles.
- The Town of Algoma reserves the right to deny rental to any group/individual who have caused past damage.

**Emergency Contact:** Rich at 920-219-2319

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.