





# Municipal Building Facility Rules

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

## HOURS

The Town Hall is available for rent between the hours of **1:00 pm and 10:00 pm on Friday**. Setup, takedown and clean-up must be included in your rental time. **Rental times will not be extended.**

## PAYMENT/CANCELLATIONS/RESERVATIONS

Payments 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 the reservation.** If a cancellation is made at least 15 days prior to the scheduled event, the full fee amount will be refunded. Hall rental fees are forfeited if the cancellation is made less than 15 days prior to the scheduled event. Town business takes 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 and include notification of any deductions 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.

## KEYS

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 drop box by the front door.

## HEAT AND AIR CONDITIONING

The temperature is programmable and will be set prior to your event by Town staff.

## TOWN HALL INFORMATION

### *We Provide*

- ✓ Indoor meeting room with a capacity for 99 people.
- ✓ 10 large tables (seating 10 each) and 100 chairs; tables and chairs **must remain inside** the building.
- ✓ Kitchenette and use of its refrigerator, microwave, stove, and sink.
- ✓ Outdoor grounds, including the playground, available with inside use (weather permitting); no rated capacity limit for outdoor events.
- ✓ Outdoor umbrellas for the picnic table and bench.

### *You Provide*

- ✓ Cooking utensils, serving dishes, and food.
- ✓ Garbage bags.
- ✓ Decorations.
  - ! **Decorations may not be fastened to the walls, ceiling, or light fixtures.**
  - ! **Use of glitter or confetti is prohibited.**
- ✓ Yard and lawn games.
  - ! **Bounce houses and similar inflatable-type structures** (including, but not limited to, ball pits, slides, obstacle courses, etc.) **are strictly prohibited.**

### *End-of-Event Requirements*

- Clean tables, stove, oven, microwave, refrigerator, countertops, floors, etc.
- Remove all decorations (including all tape from tables) and personal items.
- Remove all perishable items from the refrigerator.
- Turn off stove and oven.
- Reset meeting room to its original arrangement.
- Return outdoor umbrellas to their closed and upright position.
- Remove all refuse from the premises.
- Turn off all lights.
- Close and lock all doors.



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### 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.
- No fires.
- No bounce houses or similar inflatable-type structures (including – but not limited to – ball pits, slides, obstacle courses, etc.); contact the office with questions.
- No vehicles driving or parking on grassy areas.
- No decorations attached to the walls, ceiling or light fixtures.
- No glitter or confetti.
- Wipe up spills, scuffs, soil spots or any other foreign materials or blemishes from tables, floors, walls, stove, oven, refrigerator, microwave and countertops.
- Clean all tabletops after use.
- Turn off all lights.
- Before leaving the premises, close and lock all doors.
- Carry-in/Carry-out: Renter is responsible for appropriately removing all personal items, food, and garbage from the Town Hall site.
- Any damage to the park or facility shall be the responsibility of the person or organization named on the Reservation Agreement.
- 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

Town Chairman: Joel Rasmussen at **920-410-2311**

*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.*