



Municipal Building Reservation Agreement for Saturday & Sunday Rental

15 N. Oakwood Rd, Oshkosh WI 54904 | 920-235-3789 | <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.

RENTER INFORMATION

Organization or Individual Name

Type of Event

Date(s) of Event

Contact Person

Phone Number

Address

Town Resident?

Yes

No

Pick up key on Thursday,

Date

before 4:30 p.m.

FEES & PAYMENT

Saturday & Sunday Fees	Fee	Damage Deposit*
Municipal Building	\$250.00	\$200.00

*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 To:

Town of Algoma
15 N Oakwood Rd
Oshkosh, WI 54904

Name and mailing address of check provider **IF NOT** the same as above:

Name

Address

City

State

Zip Code

I agree to indemnify and hold the Town of Algoma, its employees, officials, and agents harmless from all liability from claims of bodily injury, property damage, or any other nature arising out of the use of the Town Hall. I have read the Facility Rules and agree to abide by them. I understand it is at the discretion of the Town of Algoma to approve or deny any special requests and that these requests may be subject to a change in the rental fee and damage deposit.

Signature

Date

Office Use Only

Date Fees Paid _____ Check # _____ \$ _____ Amount _____ For Hall Rental Fee

Added to Calendar _____ Check # _____ \$ _____ Amount _____ For Damage Deposit

Deposit Returned Yes No \$ _____ Deposit Retained _____ Reason _____



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**. 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 before your event by Town staff.

TOWN HALL INFORMATION

We Provide

- ✓ Indoor meeting room with a capacity of 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 the stove and oven.
- Reset the 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.