

Clark County Wisconsin
Town of Mentor
A Very Good Place to Live and Play

HALL RENTAL FORM

Renter Name: _____ Today's Date: _____

Phone: _____ Email: _____

Address: _____ City: _____ ST: _____

Event Type: _____ # Attendees _____

Event Date: _____ Event Times _____

Brief Description of Event: _____

Security Deposit: Residents \$200 Non-residents: \$300

Rental Fees: Hall : \$50 Hall & Kitchen: \$100 Firehall: \$100

1. Two separate checks or money orders should be issued to the **Town of Mentor**. The check for the Security Deposit amount will be returned to you by mail after the hall is checked, found to be clean, and no damage noted.

2. Renter is liable for all damage to property.

HALL RENTAL RULES

- Reservations can be made by phone or internet. The completed rental form, rental fee and security deposit must be received before the date will be reserved for you.
- The hall is to be cleaned and vacated by 12:00 Midnight on the day of the rental.
- **No smoking is permitted in the hall.**
- **Underage drinking is not allowed on the property.**
- **No illegal drugs are allowed on the property.**
- Garbage from the kitchen and bathrooms should be removed and deposited in the dumpsters behind the Town Hall.
- The kitchen should be left clean.
- Decorations are only to be hung using removable tape or string. All decorations and hanging materials must be removed. This includes materials on ceiling, walls, tabletops and undersides of tables.
- Both doors should be locked upon leaving.

The Town of Mentor is to be held harmless and is not responsible for any accidents that occur on the property.

By signing this form, I agree as the renter, that I am fully responsible for following the Hall Rental Rules listed above.

I will be held responsible and assessed for any damage to the hall facility or failure to follow the Hall Rental Rules.

Signature: _____ Date: _____