

## LEEDS TOWN HALL COMMUNITY CENTER AGREEMENT

The Leeds Town Board reserves the right to refuse rental to any and all parties

The Leeds Town Board reserves the right to cancel this Agreement in the event the facility is needed for town purposes  
Prices effective 01/16/12 and are subject to change without notice

For Rental Information / Scheduling, Contact Jim Foley 635-2302

<u>LARGE MEETING ROOM (Cap. 250)</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>	<u>CLEANING DEPOSIT*</u>
Up to 100 people	\$150.00	\$275.00	\$175
Over 100 people.	\$225.00	\$425.00	\$175
<u>GYMNASIUM (Cap. 300)</u>			
Up to 100 people	\$150.00	\$225.00	\$175
Over 100 people	\$250.00	\$425.00	\$175
<u>BOTH – GYM AND MEETING ROOM</u>			
Up to 100 people	\$275.00	\$450.00	\$175
Over 100 people	\$450.00	\$800.00	\$175

*\*The Cleaning Deposit is refundable if no cleaning services are required following the event.*

*Use of a Television Remote requires an additional \$50.00 deposit which will be refunded when remote is returned in good condition*

*Use of the gym for working out and playing sports is available on request when there are no large functions scheduled, or by stopping in when board members are present and the gym is available. Proper footwear is required, and persons using the gym are responsible for keeping it clean.*

**Smoking** - The Leeds Town Hall promotes a smoke-free environment. No smoking is allowed in this facility. Smokers are required to dispose of smoking materials in designated outdoor receptacles.

**Alcohol** - *The sale of alcoholic beverages is strictly prohibited on these premises!*

**Garbage/Recycling** - User agrees to leave the town hall broom clean and in the same condition it was in before the user's event, and to remove all garbage provided by the user. The town hall has a "carry in/carry out" policy in effect whereby the user is responsible for appropriately disposing of all refuse from the town hall site. User will forfeit reimbursement of deposit amount and any additional costs incurred for removal of refuse and for costs to recycle.

**Payment Terms** - A deposit equal to the rental amount is required to hold reservations. This amount will be refunded following the event, after favorable inspection has been completed. For small groups of 100 or less, the rental fee is due ten business days in advance of the reserved date. For parties of more than 100, the rental fee is due fifteen business days in advance.

**Cancellations** - Failure to notify us prior to the time the rental fee is due, or failure to pay rental fees on time will result in forfeiture of the deposit.

**Persons using the facility are responsible for the repair and / or replacement of any damages that occur during their use of the facility, including attorney's fees, if applicable.** - Persons using the facility are responsible for keeping it clean and in the same condition it was in prior to their use of the facility. An inspection following your event will determine whether your deposit is refunded to you. The furnishings, the building and grounds must be clean and undamaged; tables and chairs must be cleaned and properly returned to their original place; all refuse, including confetti, properly contained and removed from the premises; carpets clean and vacuumed; floors cleaned; the kitchen equipment, countertops and sinks cleaned; and that the building and grounds are clean and neat.

**Setup – Take Down - No nailing or stapling to the walls, or use of any materials that could cause damage.** Setup is allowed one day prior to events for an additional \$25 charge, depending on availability of the building. Cleanup is to be done immediately following the event. The building will be closed and locked at 12:00 o'clock a.m. and any lingering guests will be asked to leave.

**NO TABLES OR CHAIRS ARE TO BE REMOVED FROM THE BUILDING**  
**ADULT SUPERVISION IS REQUIRED AT ALL TIMES WHEN CHILDREN UNDER AGE 16 ARE PRESENT**

Contact Information:

Primary Contact: Jim Foley 635-2302

(Please Print:)

Name or Organization Name: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

I have read and understand the terms of this Agreement and would like to reserve the

- Large Meeting Room
- Gymnasium
- Both

Event Date: \_\_\_\_\_

Amt. Received: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

Setup Fee: \$ \_\_\_\_\_

Balance of: \$ \_\_\_\_\_

Cleaning Deposit: \$ \_\_\_\_\_

Is Due By: \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Official's Signature

Return completed form to:  
James E. Foley, Chair  
Town of Leeds  
W6238 Priem Road  
Arlington, WI 53911

The Town Hall is not available for rental on the following dates:

New Year's Day, Good Friday; Easter; Mother's Day; Memorial Day; Father's Day; 4th of July; Labor Day; Thanksgiving; Christmas Eve; Christmas Day; New Year's Eve.