

## 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 05/01/17 and are subject to change without notice

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

**DAILY RENTAL IS FOR 8 HOURS MAXIMUM**

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>	<u>CLEANING DEPOSIT*</u>
<b><u>LARGE MEETING ROOM (Cap. 250)</u></b>			
Up to 100 people	\$200.00	\$425.00	\$350
Over 100 people.	\$275.00	\$475.00	\$350
<b><u>GYMNASIUM (Cap. 300)</u></b>			
Up to 100 people	\$200.00	\$275.00	\$350
Over 100 people	\$300.00	\$475.00	\$350
<b><u>BOTH – GYM AND MEETING ROOM</u></b>			
Up to 100 people	\$325.00	\$500.00	\$700
Over 100 people	\$500.00	\$900.00	\$700

*\*The Cleaning Deposit is due on day of event. It is refundable if no cleaning services are required following the event.*

*Use of a Television or Remote requires an additional \$50.00 deposit which will be refunded if equipment is working and in good condition at closing.*

**GYM USE:** Proper footwear is required, and persons using the gym are responsible for keeping it clean. NO FOOD or DRINKS ALLOWED IN THE GYM

**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 room 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** - The rental amount is required to hold reservations.

**Cancellations** - Failure to notify us in writing **less than 30 days prior** to the event date will result in forfeiture of the rental fee.

**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/ceilings, or use of any materials that could cause damage.**

A 4-hour setup is allowed one day prior to events for an additional \$50 charge, depending on availability of the building. Cleanup is to be done immediately following the event. The end time for events is no later than 10 P.M. with all guests out by this time. Clean up and exit time no later than 10:30 P.M. when the building will be closed and locked.

**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

**COMPLETE ALL SECTIONS BELOW EXCEPT THOSE MARKED OFFICIAL USE ONLY**

(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

Time To Open: \_\_\_\_\_

Time To Close: \_\_\_\_\_

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

Rental Fee: \$ \_\_\_\_\_

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

Cleaning Deposit: \$ \_\_\_\_\_ (to be paid on day of event)

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

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

**OFFICIAL USE ONLY:**

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

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

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

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

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

Make Check payable to: TOWN of LEEDS

Return payment and completed form to:  
James E. Foley, Chair  
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 Week-end (Friday thru Sunday); Mother's Day; Memorial Day; Father's Day; 4th of July; Labor Day; Thanksgiving; Christmas Eve; Christmas Day; New Year's Eve.