

**TOWN OF CRESCENT**  
**Attn: Tracy Hartman**  
**6902 Fire Tower Rd**  
**Rhineland, WI 54501**  
**Phone 715-499-0500 Email – crescentclerk@townofcrescent.com**

## CONTRACT FOR RENTING *TOWN HALL*

1. Purpose of Town Hall Rental \_\_\_\_\_.
2. I, \_\_\_\_\_, will be responsible for all damages, even those in excess of the \_\_\_\_\_ deposit made, to the Town property.
3. **I will clean all areas affected by my event.** This includes mopping the floor, swabbing toilets, wiping out sinks, wiping off tables and chairs, and any other necessary cleaning. If not cleaned to the satisfaction of the Town Board or representative, the charges for housekeeping will be deducted from the deposit made.
4. I will be responsible for tables and chairs, putting them away if needed, and any damages that could result from abuse of the furniture.
5. **I will put all garbage generated from the event in the dumpster.** This includes all trash, paper, and recyclable articles, i.e. cans, bottles, paper and food waste. **The key for the town hall unlocks the dumpster.**
6. No smoking is allowed in the building. Smoking is to be outside the building and all the debris must be cleaned up by the rental party.
7. No alcohol is to be served to individuals under age 21 and all events are to end by 2:00 a.m.
8. Fees for Hall Rental are \$50.00 for residents of the Town of Crescent with a second check for \$50.00 held as the security deposit; and \$100.00 for non-residents of the Town of Crescent with a second check \$100.00 held as the security deposit. The second check will be destroyed after the hall has been inspected by a representative of the Town. As stated prior, if housekeeping needs to be completed after the event, cost of housekeeping will be deducted from the deposit. If you wish to have the 2nd check returned to you instead of destroyed please enclose a self-addressed stamped envelope with the contract.
9. For the duration of the event, the renter is held responsible for the preservation of order and noise control.
10. The Town Board Officials reserve the right to revoke permission to use the facility at any time.
11. **Text the clerk at the number above by Wednesday the week of the event to arrange to pick up a key to the town hall.**

BY SIGNING THIS CONTRACT, ALL LIABILITY IS ASSUMED BY SIGNER FOR THE EVENT.  
THE TOWN OF CRESCENT IS TO BE HELD HARMLESS FROM ANY AND ALL LIABILITY.

I, \_\_\_\_\_, am reserving the  
(print name and address of responsible party)

CRESCENT TOWN HALL, for the following date and time, \_\_\_\_\_.

\*\*\*\*\*

RENTER \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Phone # \_\_\_\_\_

CLERK \_\_\_\_\_ Date \_\_\_\_\_

Revised effective date December 30, 2021

**Return completed contract, rental deposit and rental fee to the above address.**