

TOWN OF LINCOLN

Rules and Regulations Governing Rent
of the Town Of Lincoln – Town Hall / Community Center

The Town of Lincoln Town Hall / Community Center has been declared a

SMOKE FREE BUILDING

BUILDING CAPACITY – MAXIMUM 100

by order of the Town Board.

Weddings, Dances, Graduations, Dinners W/Alcoholic Beverages & Music

Rental Fee: \$250.00 plus Security Deposit \$250.00* = \$500.00 Total

Dinners, - Without Alcoholic Beverages or Music

Rental Fee: \$150.00 plus Security Deposit \$150.00* = \$300.00 Total

Showers / Meetings / Funerals – Without Alcoholic Beverages or Music

Rental Fee: \$100.00 plus Security Deposit \$100.00* = \$200.00 Total

**Full Security Deposit will be refunded unless there is damage, or if all rules are not adhered to.*

Reservations accepted on a first come, first serve basis by contacting the Town Clerk at 5376 County Road W, Crandon, WI 54520 – Phone Number (715) 478-2985 or 715-478-1295.

The rental fee will need to be paid at the time of reservation. The security deposit to be paid when you pick up and sign for the key. **The key will not be issued prior to full payment.** *** Security deposit will be in a separate check and will be held until the hall is inspected for any damages or additional cleaning. *** If the key is not returned, the Town will retain the total security deposit.

RESPONSIBILITIES OF THE RENTERS:

1. Persons renting the hall must sign a contract and pay the required rental fee at the time of booking.
2. **NO – DECORATIONS, TAPE, TACKS, STAPLES OR NAILS WILL BE ALLOWED ON THE CEILING AND WALLS.** Do not attach any decorations to the ceiling fans. Please use common sense when decorating. Do not cause a fire hazard!
3. The renter is responsible for all damages to the hall, fixtures and contents and for leaving the hall in a neat and tidy order. **NOTE:** Do not use any detergents on the floor, a special cleaner is required. Wipe up spills with damp mop only. Tables must be put back to normal position at time of rental.
4. No minors are to be served alcoholic beverages or allowed to tend bar at any time.
5. When live music and/or alcoholic beverages are on the premises, the rented area will be confined to the main hall and warming center only. Children must not be allowed to run around hall at any time.
6. All activities must end by MIDNIGHT and hall vacated by 1:30 am. All personal items must be removed at time of clean up. The Town of Lincoln is not responsible for any lost or stolen items.
7. **NO TOWN PROPERTY IS TO LEAVE THE BUILDING AT ANY TIME.**
8. Any variance from the above rules must be approved by the Town Chairperson and the Town Board. Violation of the Community Center rules can result in the loss of the renter's security deposit and/ or any future rental privileges.
9. Any garbage should be put in the dumpster on the North East corner of the building, to be taken care of by the town crew. **NOTE:** A fee of \$25 (deducted from the renter's security deposit) will be charged if any garbage is left in the hall. Remember to recycle.

10. Required cleanup includes sweeping. The Hall should be left exactly as you found it before the event. Make sure the lights are turned off and all the doors are properly locked.
11. Liquor that has been raffled off during a non-alcoholic event cannot be opened on the grounds.
12. Any damages less than \$250.00 will be taken out of the Security Deposit. Damages over \$250.00 will be assessed & paid within 30 days or legal action will be taken.
13. Any sales of beer or wine require the appropriate license and a fee of \$10.00
14. Rental is for the Community Center and the Warming Center only!

WARMING CENTER RULES

1. The renter must clean warming center. All glassware, dishes, cookware, and utensils must be washed, dried and returned to the proper storage areas.
2. Stove top and burners must be scoured and wiped clean.
3. Sinks must be cleaned and wiped dry.
4. Counter tops must be protected with hot pads when hot serving dishes are used.
5. Coffee grounds must be wrapped in paper and placed in trash containers. **DO NOT THROW COFFEE GROUNDS IN SINKS.**
6. Refrigerator must be emptied and wiped clean. DO NOT UNPLUG. Security deposit will be forfeited.
7. All garbage must be placed in plastic bags, grease and liquid to be put in containers. All garbage is to be taken out to the dumpster located (on the North East side of the building.) All garbage left will be picked up by the town crew and a \$25 fee will be deducted from the renter's security deposit.
8. Warming center floors must be swept.
9. No town property is to leave the building at any time.
10. Violation of Town Hall / Community Center rules can result in loss of your deposit and/or any future rental privileges.

**TOWN OF LINCOLN – TOWN HALL / COMMUNITY
CENTER
RENTAL CONTRACT AGREEMENT**

I, the undersigned, by signing this contract, agree to abide by all the rules and regulations stated here governing the use of the Town of Lincoln – Town Hall / Community Center / Warming Center.

Renter agrees, as part of the consideration of this agreement, to hold the Town of Lincoln, its officers, agents, and employees, harmless from any liability asserted against the Town of Lincoln resulting from the use of the Town Hall / Community Center by the renter.

I also agree to forfeit my security deposit in the event that damage is done to the building or its contents while I am renting it, and I also agree to pay any additional fees assessed over the security deposit amount if damage is determined to be more.

Event Date Requested _____
Dates / Times - From: _____ To: _____

Signed – Renter – Responsible Party

Today's Date

Name Printed

Town Board Official

Date

The date requested is not confirmed until this contract is signed and back in the hands of the Town Clerk/Treasurer, along with the rental fee.

Please mail this contract and rental fee to: Town of Lincoln, 5376 County Road W,
Crandon, WI 54520

Thank you.