# Town Hall Rental Contract

**$50.00** rental fee

Make checks payable to: Town of Lake Mills

And mail to: Town of Lake Mills, 1111 South Main Street, Lake Mills, WI 53551

(Please be sure to have a Driver's License # on check)

The following are rules and guidelines for renting the Town Hall:

1. Leave the hall in the condition it was found.
2. Take any trash or recycling out to the bins when done and replace garbage bags in containers with ones provided. (contact the town clerk if none are available)
3. Toilets must be flushed before you leave.
4. Doors and windows must be closed and locked upon your departure, unless other arrangements with the clerk have been made prior to rental date.
5. Sweep the floors before leaving, Broom and dustpan are provided.
6. Turn the thermostat down when you leave to 55 degrees. You will be charged for the excessive utility costs if this is not done.
7. Turn all lights off before leaving including the outdoor lights.
8. No alcoholic beverages or smoking are allowed on premises.
9. Any long distance phone calls from town hall phone will be paid for by the renter, regardless of their knowledge to the use of the phone by their guests. The phone should be used only for emergencies.
10. Decorations are allowed, except confetti and need to be taken down and removed from the hall after use.
11. Please do not allow your guests to miss use the property in the town hall. Damage to the hall, parking lot, materials and items in the hall will be your responsibility, and you will be charged for the cost of damamges if any were to occur.

**Keep top portion of contract for your records. Date of Rental: _____**
**Time of Rental: _____**

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