Town Hall Rental Contract

$75.00 rental fee- Rental will not be offical until application and fee is received by the clerk.
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.
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. Turn off the AC unit.
7. Turn all lights off before leaving including the outdoor lights.
8. No alcoholic beverages or smoking are allowed on premises.
9. Decorations are allowed, except no confetti and the decorations need to be taken down and removed from the hall after use.
10. 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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Date of Rental: ___________________________ Time: _______________________________

Complete and return this portion with $75.00 Fee to: Town of Lake Mills, 1111 South Main Street, Lake Mills, WI 53551

I have read the above list of rules and guidelines for renting the Lake Mills Town Hall and understand/agree to them

Signature: ____ Date: ____________________

Printed Name: _____________________________ Phone: ___________________________

Times the town hall will be in use: ____

Address of Renter: ____

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