

APPLICATION FOR USE OF JACKSONPORT TOWN HALL

NAME OF GROUP _____

MEETING DATE _____

TIME OF EVENT WILL RUN FROM _____ UNTIL _____

CONTACT PERSON _____ PHONE _____

ADDRESS _____

Completed application, fees and deposit must be submitted within ten days to guarantee reservation. Deposit will be returned upon satisfactory inspection within ten days after event.

Fee Schedule: No charge for nonprofit community groups

\$75.00 per day for Jacksonport Town Resident

\$100.00 per day for Non-Resident

Additionally, a deposit of \$100.00 is required. This deposit will be refunded if the hall is left in the same condition as it was found and the key is returned

Please provide separate payment and deposit checks payable to: **Town of Jacksonport**

If alcoholic beverages are to be served, Renter must provide to Town Board a Certificate of Insurance for liability purposes.

Renter agrees to leave the facility in the same condition as it was found and further agrees to be responsible for any damage done during use of the Town Hall. It is also understood that renters will be responsible for any extra cleaning necessary after use of the Town Hall. Any accidents or problems should be reported immediately to the Town Clerk 823-8136 or Town Chairman 493-7467. The undersigned responsible party has read the attached regulations pertaining to use of this facility and agrees to abide by their provisions.

SIGNED _____ DATE _____

PLEASE RETURN APPLICATION TO, AND ARRANGE TO PICK UP KEY FROM:

TOM WILSON
6390 Loritz Road
Egg harbor, WI 54209
Phone: 920.823.2704
Cell: 920.309-0050
Email: twilso2010@yahoo.com

RULES FOR USE OF THE JACKSONPORT TOWN HALL

The Town of Jacksonport has adopted the following rules to allow for the safe and efficient use of the Town Hall.

Maximum Capacity is 111 people

No Smoking is allowed in the Town Hall

No Pets allowed, with the exception of Guide Dogs No Parking allowed in front of Fire Station

Leave the Town Hall as you found it:

- Do not use thumbtacks or nails when decorating.
- Clean and replace all tables and chairs in the arrangement they were in prior to use.
- Clean up all spills and sweep.
- Take down all decorations.
- Kitchen users: Clean and return any kitchen equipment to its proper place. Be sure the sink, countertops, stove and refrigerator are wiped clean. Bring your own dishtowels and dishcloths or launder and return any that you use belonging to the Town.
- Bring your own garbage bags, fill and take with you when you leave.
- Any garbage left behind will result in a minimum charge of \$10.00 which will be deducted from your deposit.
- Do not adjust thermostat.
- Check bathrooms and turn off lights.
- Shut off all lights.
- Lock doors.
- Check outside area and remove any debris generated by your group.

Future use may be prohibited to anyone who does not observe the above regulations.

Thank you for your cooperation in keeping the Town Hall a pleasant place for all Jacksonport Residents!