

SARATOGA TOWN HALL

RULES, REGULATIONS AND RENTAL AGREEMENT

Weekend Rental Fee: Town Resident	\$600.00 Plus *\$350 Deposit	Total \$950.00
Non-Resident	\$700.00 Plus *\$350 Deposit	Total \$1050.00
Pick up the key Thursday and Return by 1:00 PM Sunday		
Weekday Rental Fee: Town Resident	\$500.00 Plus *\$350 Deposit	Total \$850.00
(1 day rental-Mon-Thurs) Non-Resident	\$600.00 Plus *\$350 Deposit	Total \$950.00

*Deposits are required with the return of the signed contract to hold your date.

*If cancellation is necessary, and the Town Clerk or Treasurer are notified at least six months prior to the rental date, \$50 will be retained by Town from your deposit and the rest will be returned. If less than six months is given, the entire \$350 deposit will be forfeited.

Final balance is due no later than one month before your event date.

The Renter will be furnished a key to the Town Hall. Contact Heidi or Billie-Jo at 715-325-5204 to make arrangements to get the key.

*Deposits are returned to the renter providing **ALL** steps are completed or the entire deposit will be forfeited:

Town of Saratoga Town Hall Rules

All tables that are being used **MUST** be covered. You are responsible for supplying the paper for the tables. They must be kept away from the walls to avoid scratches in the paint on the walls.

Tables are not allowed to be placed in front of any exit doors of the hall.

Recycling of cans & bottles must be done. There are recycling bins throughout the hall.

ALL dirty tables, chairs, counters & appliances are wiped clean with soap and water.

Do not put any of the tables and chairs away after cleaning. Our staff will put them away after inspection.

All dirty dishes are to be washed with soap and water, dried and put back in their designated spots.

The two restrooms, all town hall floors and outside grounds are to be clear of any garbage, recyclables or liquid/fluid of any kind. There are garbage and recyclable receptacles in the back of the building for you to use.

Walls wiped clean if needed.

Any and all long distance calls that may be made from the Town Hall Kitchen phone will be deducted from your deposit.

Unauthorized persons are **NOT** allowed on stage. No one is to go near Town equipment and supplies including but not limited to fuel pumps, gravel/sand piles, signs, tower and the Town Board Office Building.

No running is allowed in the building.

Decorations:

1. DO NOT attach anything to the ceiling.
2. DO NOT glue, tape or tack anything to the walls. Use the attached hooks already on the walls.
3. Helium balloons are NOT ALLOWED in the Town Hall because of the ceiling fans.

The light above the bar **MUST REMAIN ON/LIT** during your event if alcohol/liquor is being served.

Entrusting a person/s of legal drinking age (21) to tend bar if alcohol/liquor is being served.

A Hall Attendant will be in attendance at the Town Hall or the Town Board Office to assist the renters when possible, to maintain order and to look after the Town interests. Please let this person know of any damage

that happened throughout your event. Their name and contact number will be provided to the Renter when the key is picked up.

If alcohol is being served at the event, the renter will be responsible for the wage of one police officer for the entire length of the event, in addition to the hall rental fee. You will be notified of the hourly wage at the time of rental and must be paid before the hall key will be issued.

Beer and malted beverages (wine coolers), along with pre-mixed punch bowls of liquor are allowed at the Town hall.

If it is found that alcohol is being served at an event without notifying the Town, police will be called and the event will be shut down.

Absolutely no alcohol can be sold on the premises; that does include the sale of dinner tickets if alcohol is served; unless a one-day beverage license has been obtained. According to the State, only certain organizations and clubs are allowed to receive a one-day beverage license.

Any member of the Town Board or Police officer will have the authority to close the Town hall because of problems as any given time. The hall deposit will not be refunded in this case.

The **RENTER** assumes full responsibility for:

1. All personal liabilities
2. Everything in the hall during the time they have the key to the premises. Leave the key with the Hall Attendant, (if finished cleaning that night) OR leave it in the LOCKED drop box in front of the Town Board Office Building.
3. **Closing time is 12 Midnight.** All music & serving of drinks will stop at this time and the Town Hall will be cleared as quickly as possible. There are no exceptions to this closing time.

The **Town will provide:**

1. Bar, walk-in cooler, beer tap, and CO² tank.
2. Table, chairs, dishes, stove, refrigerator and roasters.
3. Toilet paper for the restrooms.

Keep these pages for your records and use check list to assist you in cleanup.

SARATOGA TOWN HALL
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The undersigned does hereby offer to rent the Saratoga Town Hall for the sum of:

Rental Fee: _____

Deposit Fee: \$350.00

Deposit Fee of \$350.00 must be submitted with signed contract in order to reserve this date.

Alcohol served at the event _____yes _____No IF yes, uniformed officer wage must be paid along with final payment

Total: _____ Balance Due: _____

Date(s) of Rental: _____

For the purpose of: _____Wedding _____Meeting _____Dance _____Other

Hours of the event: _____ am or pm TO _____ am or pm(No later than 12 midnight)

Meal will be served at: _____ am or pm TO _____ am or pm
(So that the Hall Attendant can be there 30 minutes prior to the meal being served.)

The said premises are to be available on the above date/s only.

The undersigned agrees that any damage occurring to said premises, over and beyond reasonable wear and tear, shall be deducted from the "deposit fee". The Renter will be liable for the total amount of damage over and above the "deposit fee" if applicable. In which none of the "deposit fee" will be returned and a bill will be sent to the Renter for the balance due.

Name of Group: _____

Name of Renter: _____

Address of Renter: _____

Phone number of Renter: _____

The sum of \$350.00 is hereby tendered to the Town of Saratoga.

I have read and understand all the rules and regulations governing the rental of the Town of Saratoga Town Hall. I agree to abide by all the rules and regulations and if I fail to do so I will forfeit the "deposit fee" of \$350.00.

Renters Signature

Date Signed

Please return with payment to: Town of Saratoga
1120 State Hwy 73 So.
Wisconsin Rapids WI 54494

Office Use Only: Agreement Date Received _____ Paid by Cash _____ Check# _____
Notified Date: Hall Attendant _____ Janitorial _____ Police _____

BEFORE LEAVING CHECK LIST

Bathrooms

Flush toilets/urinals
Pick up waste from floors
Empty garbage
Light off

Hall/Bar Area

Turn off CO2 tanks
Turn off cooler/lights
Turn off Ceiling fans
Air conditioner @ 80 degrees – Heat @ 60 degrees

Floors

Wet mop spills
Sweep floors and or dry mop if floor is wet
You do not have to scrub floors

Miscellaneous

Bring smoke containers inside
All garbage must be emptied
Boxes broken down and put in proper receptacles outside, in back of building.
All Lights are turned off-Kitchen, bar, hall, entry way, outside lights
All doors are locked