

**TOWN OF OAKLAND**  
**TOWN HALL RENTAL CONTRACT**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Address of Applicant

\_\_\_\_\_  
Telephone Number of Applicant

I, the above applicant, hereby request to rent the Town of Oakland Town Hall on:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Day and Starting Time

\_\_\_\_\_  
Anticipated Use

\_\_\_\_\_  
Number of People Expected

I, the applicant, have read, understand and agree to all rules and regulations as outlined for use of the Oakland Town Hall.

\_\_\_\_\_  
Signature of Applicant/Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Town Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Security Deposit:

\_\_\_\_\_  
Fee Paid:

\_\_\_\_\_  
Certificate of Insurance:

\_\_\_\_\_  
Date Security Deposit Returned:

# TOWN OF OAKLAND TOWN HALL RENTAL AGREEMENT

Any resident or employee of the Town of Oakland may use the facility for social or recreational uses. Residents who are members of organizations who wish to use the facility must apply in advance for Town Board Approval.

RENTAL CAPACITY                      77 people

## RESIDENT RENTAL FEE

Deposit                                      \$300  
Rent    \$50

## NONRESIDENT RENTAL FEE

Deposit                                      \$300  
Rent    \$250

YOUTH GROUPS GOVERNMENT AGENCIES NON-PROFIT ORGANIZATIONS  
NO CHARGE

Please write out two checks, one for security deposit, which will be returned after the function if all requirements are met. The rental check will not be deposited until after the function.

MAKE CHECKS PAYABLE TO: TOWN OF OAKLAND

All fees must be paid before keys can be picked up. Please call ahead to make arrangements for picking up the keys and returning the keys. The security deposit will not be returned until the Clerk receives the keys.

Damages in excess of the Security Deposit will be billed to the individual using/renting the town hall.

The individual or group using/renting the town hall is responsible for the actions of all their guests or members while in the town hall or on the grounds.

# GUIDELINES FOR THE USE OF THE TOWN OF OAKLAND TOWN HALL

1. No Smoking in the town hall.
2. No decorations on walls or ceilings and no glitter or confetti.
3. No one may drive nails, tacks, staples, screws or other type fasteners on or into any of the walls, ceilings, floors or woodwork of the town hall.
4. **NO ALCOHOLIC BEVERAGES ALLOWED.**
5. All kitchen utensils must be brought. Also towels, dishcloths.
6. Recycling is required. Place plastic and cans in recycling bins. Bring your own garbage bags. Garbage bags must not be leaking, if questionable double bag.
7. All disposable diapers and sanitary products must be placed in the wastebasket in the bathrooms.
8. The inside and outside of the town hall should be as clean as the way it was when you arrived. This includes the bathrooms.
9. Mops, pails and the vacuum can be found in the custodial room. Please rinse mops before leaving.
10. All lights must be turned off before leaving the building.
11. HOURS: 8:00 a.m. to Midnight
12. NO LONG DISTANCE PHONE CALLS.
13. THE TOWN IS NOT RESPONSIBLE FOR ANY LOST, STOLEN OR DAMAGED PERSONAL PROPERTY.