

**Town Hall Rental Agreement**

Anyone may use the Town Hall 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.

Capacity: 77 people

Resident Fees

Deposit $300

Rent $50

Non-resident Fees

Deposit $300

Rent $250

Youth Groups, Government Agencies & Non-Profit Organizations may use the Town Hall for No Charge! (verification of non-profit/government agency status may be required)

Please make two checks payable to the Town of Oakland. One check should be for the deposit amount and the other for the rental fee. Once your event has happened, the deposit check will be returned to you, or shredded (your choice) upon inspection and approval from Town Hall Staff.

Town Hall keys will not be checked out until all fees are paid. Pickup can happen anytime during normal business hours and you can drop the keys in the dropbox after the front door is locked.

Damages in excess of the 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 Town Hall grounds.

If you have any questions, please contact the Clerk/Treasurer’s office at 608.423.9635. We are happy to help you!

**Guidelines for Renting the Town Hall**

1. A signed contract, fee, and security deposit are required to hold a date for Town Hall rental. Once received at the office your date will be blocked off.
2. Rental hours are from 8:00 a.m. to Midnight
3. There is no smoking in the town hall. If you (or any of your party) are going to smoke, please do so outside and dispose of cigarette butts in the provided receptacle outside.
4. Decorations are not allowed on the walls or ceilings. Additionally, there is no confetti or glitter.
5. Nails, tacks, staples, screws or other fasteners are not allowed into any of the walls, ceilings, floors or woodwork of the town hall.
6. All kitchen utensils must be brought. Additionally, please bring your own towels and dishcloths. You are welcome to use the counterspace, but please wipe it down when you’re finished.
7. All disposable diapers and sanitary products must be placed in the wastebasket in one of the bathrooms.
8. Mops, pails and a broom can be found in the custodial room. Use them to clean up (if necessary) but don’t forget to rinse the mops before leaving.
9. The town is not responsible for lost, stolen or damage property.

**When using the town hall:**

There are 2 bathrooms available in the building. Each will be stocked with supplies. Should anything run out while you are here, please grab supplies from the Custodial closet next to the lady’s room.

If you need more chairs, there are 30(ish) located in the board room on the cart and they are here for your use! Make sure to put them back when you’re finished. We also have 4 larger plastic tables; if you require them for your event, ***let us know ahead of time*** and they will be set out for you.

Alcohol consumption in the town hall is not allowed.

**Before you leave the building:**

All trash must be placed trash cans in the kitchen. If you have glass, plastic, or paper that needs to be recycled, place it in the recycling bin (the big one) in the kitchen. Any additional trash that will not fit in the trash may be placed in the dumpster across the parking lot.

The kitchen should be cleaned and wiped down (if you used the counters). The Board Room should be put back the way you found it. A diagram is provided to show how the room is set up for town board meetings.

Turn off all lights, heat or air conditioning, and make sure all kitchen supplies are put back in the respective cabinets. ***Most important of all, make sure the front door is shut and locked.*** Once the door is locked place the key in the dropbox and you’re all set!

Thank you for renting the Oakland Town Hall, we look forward to hosting you again!

Town Hall Rental Agreement

Renter’s Name

Renter’s Address

Renter’s Phone Number\_\_\_

I, 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 Renter Date

Signature of Town Representative Date

Security Deposit: Fee Paid:

Date Security Deposit Returned:

Original Board Room Set-up

**X X**

**X X**

**X X**

**X X X X X X**

**X X X X X X**

**X X X X X X**

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**X = A Chair**