Facilities Rental Agreement

Town of Poygan

www.townofpoygan.com
clerk@townofpoygan.gov

Renter Information "User"

Full Name:

Address:

Email: **Phone:**

Rental Date and Time

Purpose of Rental:

Terms & Conditions

1. The parties to this agreement are the Town of Poygan ("Poygan"), a Wisconsin municipal organization and the "User" as defined above in the Renter information.
2. Poygan owns a Town Hall building and Picnic Pavilion at 8693 Town Hall Rd in the Town of Poygan, Wisconsin.
3. Poygan is willing to allow the use of Town Hall and or Picnic Pavillion for special event purposes, upon the terms and conditions of this agreement.
4. The user shall pay to Poygan for this privilege:
   a. Town Hall Only the sum of $100 and a $100 security deposit with this agreement.
   b. Pavilion Only the sum of $50 and a $50 security deposit with this agreement (includes access to restrooms in Town Hall)
   c. Town Hall & Pavillion sum of $150 and a $150 security deposit with this agreement
5. Taking possession of the premises by the User shall constitute acknowledgement that it is in good condition. The User shall return the premises after the period of use to the same condition. The User shall be responsible for all damages which may occur to the premises during its use and shall leave the premises clean and good order.
6. The User shall not permit the use of hazardous or illegal substances. There is no smoking of any kind in the town hall. No glass bottles.
7. The user shall hold Poygan harmless from and shall defend and indemnify it from and against all liability for injuries to or death of persons or damages to property arising from activities under this Agreement, including loss predicated on active or passive negligence of Poygan.
8. Poygan will provide utilities to the premises during the period of use.
9. The User shall have no right to assign or sublet the privileges of this Agreement.

By signing this agreement, you agree to the Terms & Conditions above:

User Signature **Date**

Town of Poygan Signature **Date**

For Internal Use Only

☐ Security Deposit Received
Date:_____
Check Number_____

☐ User Fee Received
Date:_____
Check Number_____

Security Deposit Approved to return:
Date:_____Initials:_____