



1712 Bob Bea Jan Road  
 De Pere, WI 54115  
 Phone: (920) 336-2814  
 www.townofrockland.org  
 Dennis Cashman – Chairman  
 Julie Koenig - Clerk

## TOWN HALL RENTAL AGREEMENT

Please read and fill out this Rental Agreement in its entirety. Once filled out and signed, mail it, together with one check payable to the Town of Rockland for the Rental Fee and one check for the Security Deposit payable to the Town of Rockland in the amounts specified below, to:

Julie Koenig, Town Clerk  
 1712 Bob-Bea-Jan Rd  
 De Pere, WI 54115  
 920-336-2814, [jkoenig@townofrockland.org](mailto:jkoenig@townofrockland.org)

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| <b>Date of Use:</b>                    | <b>Purpose:</b>   |
| <b>Rockland resident responsible:</b>  |   |
| <b>Address:</b>                        |   |
| <b>Email:</b>                          | <b>Telephone:</b>   |
| <b>One day's rental =<br/>\$100.00</b> | <b>Security Deposit of \$100 is required prior to each event.</b> |

**RELEASE AND HOLD HARMLESS:**

In consideration of the above named Town of Rockland ("Town") agreement to allow use of the Town Hall facilities and related equipment and property ("Activity"), the sufficiency of which is hereby acknowledged, the responsible person named above and executing this agreement ("Party"), by its undersigned representatives, on its own behalf and on behalf of its assigns, employees, agents, representatives, and successors (collectively "Party"), agrees to release and hold harmless the above-named Town, and its employees, representatives, officers, directors, trustees, successors and agents; from liability for any and all claims, demands, actions and causes of action, which any person may now have or may hereafter have, arising out of, related to, connected with, in consequence of, or on account of all injuries, property damage, losses and/or other damage resulting to or resulting directly or indirectly, whether developed or undeveloped, accrued or un-accrued, to Party, Town, any other person, arising from negligence, including any act or omission, of Party, Town, or any other person in connection with the Activity.

Further, Party expressly agrees to indemnify and hold harmless Town against any and all liability for damages on account of injury, including death, to any persons, including Party, Town or any other person, or damage to the property of any person including Party, Town or any other person, resulting from or arising out of or in any way connected with the Activity, and which may result from negligence, including any act or omission, of Party, Town, or any other person or any combination thereof. In addition, Party agrees to reimburse Town for all costs, expenses, and loss incurred by town in consequence of any claim, demands and causes of action, whether meritorious or not, which may be asserted against Town in consequence of any claim, demands and causes of action, whether meritorious or not, which may be asserted against Town on the account of the Activity. Party further agrees to pay any costs, including reasonable attorney fees, which may be incurred by Town in enforcing any part of this agreement.

Party agrees that the term "injuries" includes, but is not limited to, any physical or mental injury, ailment, infirmity, deficiency, sickness or disease.

Party agrees that the term "losses" includes, but is not limited to: 1) damages to or destruction of property; 2) loss of use of property; 3) past and future lost income profits; 4) past and future expenses for any care or treatment, including hospitalization, medical care and treatment; 5) scars and disfigurement; 6) past and future disabilities; 7) past and future loss of services, society and consortium; and 8) any incidental or consequential expenses, damages or losses associated with 1) through 7).

Party is not relying on any representations or statements made by Town or any of its representatives or employees. Party covenants that it will never institute any action or suit against Town for any losses arising out of or in any way related to the Activity.

#### INSURANCE AND RESPONSIBILITY:

I certify that I am at least 21 years of age and have liability insurance. I am the responsible party and am a taxpayer in the Town of Rockland

#### RULES AND REGULATIONS

Pets: Absolutely no pets allowed.

Alcohol: Party is responsible for abiding by the rules and regulations of the State of Wisconsin in regard to any aspect of alcohol use.

Capacity: The maximum number of occupants allowed in the Town Hall shall not exceed 152 persons.

Cleaning: Party shall be responsible for the cleaning of the Town Hall, parking lot, and lawn areas following the activity. Failure to do so or failure to leave the Town Hall in the condition that it was rented will result in a \$30.00/hour set-up and cleaning charge which will be reduced from Party's security deposit. Instructions and Cleaning Guidelines will be given to Party and are part of this agreement by reference.

Decorations: If Party is going to adhere decorations to the wall(s) or other areas, it is recommended that Party use painter's tape or masking tape in order to avoid damage. Party is responsible for removing all tape and decorations after the activity is done.

Discipline: Party is responsible for discipline inside and outside the Town Hall. Parking or driving on the lawn, fireworks, loud music, or other disruptive activities are strictly prohibited.

Fees: Rental fee and security deposit must be paid for in advance. SEPARATE CHECKS, payable to the Town of Rockland, for the rental fee and for the security deposit are required. Following the final inspection, the security deposit check will be returned provided the terms of the rental agreement are met. Cancellations of rental seven days prior to the scheduled activity and cancellations due to inclement weather, will result in a full refund of the rental fee. Mail contract and checks as specified in the first paragraph of this agreement.

Fixtures: A refrigerator, stove, microwave, tables, chairs and coat rack are provided for your use. There are adequate electrical outlets and counter space provided for YOUR roasters, coffeepots, etc. You may want to bring coolers with ice for your beverages so the refrigerator space can be used for food.

Key Person Fees: The cost of the first opening and closing is included in the rental fee. Each additional trip will cost \$25 extra.

Lost or Stolen Items: The Town of Rockland shall not be responsible for lost or stolen items. However, they may be reported to the Town Board in the event the items re-appear at a later date.

Parking: No vehicles shall block any entrance or exit to the Town Hall or be parked on the lawn.

Phone: For emergencies, DIAL 911. The address of the Town Hall is posted in the kitchen by the microwave. Only local calls are allowed. Renters will be billed for any calls made on their rental date.

Recycling: Recycling is mandatory throughout the State of Wisconsin; a bin is provided for recycling. Party is responsible for placing recyclables (without garbage bag) in the bin located outside the Town Hall. Recyclables that do not fit in the bin outside the Town Hall must be removed from the Town Hall and is the responsibility of the Party to do so at its own cost. Please move the bin to the parking lot on east side of building for Monday's pick up.

Smoking: Absolutely no smoking is allowed in the Town Hall.

Snow Removal: If it has not already been done, Party shall remove snow from sidewalks and put salt down if needed prior to the beginning of any activity. A snow shovel and salt is provided.

Solid Waste: Bins and bags are provided for solid waste. Party is responsible for placing solid waste in the bin located outside the Town Hall. Solid waste that does not fit in the outside garbage bin must be removed from the Town Hall and is the responsibility of the Party to do so at its own cost. Remember recycling is to be loose and free from garbage bags. Please position bins in parking lot on east side of building for Monday's pick up.

Stove: An electric stove is provided for warming food. Frying is strictly prohibited as there is no range hood to collect airborne oils.

I hereby agree to abide by, and take responsibility for all rules, regulations, and cleaning guidelines set up by the Town of Rockland Town Board in regard to the rental of the Rockland Town Hall. I understand that if said rules, regulations, and cleaning guidelines are not followed, part or all of my security deposit will be withheld. I also agree to pay for any additional costs that the Town may incur because of my use of the Town Hall.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed: \_\_\_\_\_ (must be a Town of Rockland taxpayer!)  
Responsible Party

Printed: \_\_\_\_\_



Office Use Only

Extra Openings \_\_\_\_\_

Extra Closings \_\_\_\_\_

Telephone Usage \_\_\_\_\_

Additional Cleaning \_\_\_\_\_