

APPLICATION FORM FOR RENTAL OF TOWN OF BALDWIN HALL

(Town of Baldwin Residents Only)

Requested date and time of rental: _____

Name of group or resident of town (please print): _____

Address: _____ Town: _____ WI Zip Code: _____

Home Phone #: _____ Cell Phone#: _____

Type of event to be held _____

Number of people expected to attend: _____ (Hall capacity is 100 people)

Will there be alcohol or dancing? Yes / No *If yes, an additional deposit of \$50 is required.*

Signature of applicant _____ Date _____

Please read: The applicant is the responsible party and has read and agrees to the "Regulation for use of Baldwin Town Hall" attached.

FEES CHARGED:

- Basic Hall Donation-\$75.00 *
- Additional -\$50.00 (w/alcohol or dance) *
- Deposit-\$75.00 (without alcohol or dance) *
- Deposit-\$125.00 (w/alcohol or dance) *
- Donation is due with application *
- Deposit is due when picking up key *
- Deposit is refunded upon satisfactory *
- inspection of hall and return of key *

CREDIT CARDS ARE NOT ACCEPTED

Please make checks payable to:

TOWN OF BALDWIN

REMIT TO: Roxanne Gerhardt, Hall Supervisor
941 240th St.
Baldwin, WI 54002
715-684-3061

Deposit Policy:

1. The donation check must be from applicant on this form who is a Town of Baldwin resident.
2. The deposit check will be returned via mail within 5 business days following the event, provided the hall is left in satisfactory condition and key is returned.
3. The key must be left in drop off at the hall following the event and outside doors locked.

(For office use only)

Date application and donation are received _____

Donation amount \$ _____ Check # _____

Date deposit received _____ Deposit amount \$ _____ Check # _____

Date key is given to applicant: (if different than deposit date) _____

CONDITION OF BUILDING: Satisfactory-yes / no If no why _____

Key found- yes / no

Deposit return date: _____ In person / by mail

Comments: _____

Signature of town official: _____ Date: _____

REGULATIONS FOR USE OF BALDWIN TOWN HALL

The Town of Baldwin Town Hall will be made available for use to the following persons or entities at the times and on the terms set forth below:

1. **WHO MAY USE:** The building and grounds can be available to the following:
 - A. Adult residents of the Town for occasional functions such as showers, family gatherings and other non-commercial social gatherings. The intention of the Town is to make the property available for those occasional events that by their nature or because of the number of persons attending could not conveniently be held at a private residence. Because of the desire to keep the Hall available for those functions mentioned herein, it is intended that it not be used for regularly scheduled, frequently recurring events.
 - B. **A resident is defined as a qualified elector of the Town of Baldwin.**
 - C. Governmental agencies such as planning commissions, fire departments, and other organizations relating to government.
 - D. "Bona fide" clubs, fair associations, agricultural societies or veterans' groups when sponsored by an adult resident of the Town of Baldwin. (see Line "B")
2. **WHEN AVAILABLE:** The Hall can be made available between the hours of 8 AM and 11 PM on weekends (Saturday and Sunday) and Holidays, and between the hours of 4:30 PM and 11:00 PM on weekdays (Monday thru Friday). Hall rental is further limited to only those times it is not being used to accommodate business of the Town or any entity thereof.
3. **RESERVATIONS AND CANCELLATION OF RESERVATIONS BY TOWN:** Persons wishing to use the Town Hall must submit a written request to the Hall Supervisor by completing an application provided on the Town's website. The request must be submitted no more than two (2) months prior to the date requested and no later than one (1) week prior to the date requested. The Town has the right to cancel, limit, or otherwise modify any permission for use previously granted as is deemed reasonably necessary to accommodate business of the Town or an entity thereof.
4. **DEPOSIT:** Except as hereafter set forth all applications for use must be accompanied by a Hall fee. The fee check MUST be from a Town resident (see Item 1 Line "B" above). The deposit check must be from the same person and is given to Hall Supervisor at the time the Hall key is given to the applicant. The deposit refunded to an applicant, if any, shall be returned via mail within 5 business days following the event, provided the Hall is left in satisfactory condition. All rentals are tentative until receipt of the deposit by the Town Treasurer.
5. **SIZE OF GROUP AND USE RESTRICTIONS:** The Hall has a capacity of 100 persons.
6. **ADDITIONAL DONATION:** Alcohol may be served and or dances held if an additional donation is paid.
7. **RESPONSIBILITY OF KEY:** The key will be available for pick up by arrangement with the Town Hall Supervisor. The applicant should pick up the key no later than two days prior to rental. The key must be put in drop off box at the end of hall use and outside doors locked. All keys are issued at the pleasure of the Town. Anyone holding a key to the building shall return it at the Town request. Duplicating keys is prohibited. Anyone who loses a key shall compensate the Town for the cost of re-keying the building and replacement of all the keys issued or in possession of the Town.
8. **MAINTENANCE:** The Town Hall and grounds MUST BE LEFT IN THE SAME ORDERLY CONDITION IN WHICH THEY WERE FOUND. The refrigerator, stove, microwave and sink may be used. Perishable items of any kind are not to be left in the Hall. Stove top and oven are to be turned off. Trash needs to be bagged and taken with. Follow instructions posted for complete clean-up check off list and location of chairs and tables. **REMINDER: IF THE PREMISES ARE LEFT IN SATISFACTORY CONDITION THE ENTIRE DEPOSIT WILL BE RETURNED TO THE APPLICANT.**

9. **TABLES AND CHAIRS:** See posted clean-up check off list.
10. **TELEPHONE:** The use of the Town phone is discouraged, unless it is an emergency. If use is required, please use for local calls only. Personal cell phones are preferred.
11. **DECORATING:** No decorations may be taped to the ceiling tile or frame works. Items on the wall and countertops relating to Town business may NOT be moved or removed. Decorations need to be removed from the premises following the event.
12. **OUTSIDE OF BUILDING AND GROUNDS:** Outside grounds are available, at the discretion of the Town Board, for use in conjunction with the inside of the building. Again, the grounds must be left in neat condition; i.e. paper, cups etc. picked up. Tables and chairs must be left in the building and may not be used outside.
13. **NO SMOKING IS ALLOWED IN TOWN BUILDINGS OR ON GROUNDS.**
14. **ANIMALS:** No animals other than those used to assist handicapped persons shall be allowed in the building, on the lawn or blacktop.
15. **VARIANCES:** All variances from the above regulations and rules shall be approved by the Town and shall be granted only in very unusual situations where, for some reason that would not ordinarily be contemplated and the application of the rules to the particular tenant or event would create an undue hardship, and where the granting of the request would not be detrimental to the Town or any of its residents. All variance request will be reviewed on a case by case basis.
16. **BOARD RIGHTS:** The Town Board has the right to review, modify and implement changes to these regulations at any time they see fit to protect Town property.

Draft 11/6/2010

Adopted: Regular Board Meeting, December 9, 2010

Revised: Regular Board Meeting, June 8, 2017

Updated December 12, 2018

TOWN OF BALDWIN
TOWN HALL USE PERMIT

CLEAN-UP CHECK LIST

This check off list is to be completed by applicant at the end of their event and by Town Official upon inspection for deposit return.

APPLICANT: **CHECK OFF ITEMS** **TOWN OFFICIAL**

_____ Perishable items used by applicant removed from hall _____

_____ All decorations removed (no decorations attached to ceiling) _____

_____ Tables and chairs are wiped clean and put back into place _____

_____ Counter tops, stove, sink, and microwave (inside & out) are clean _____

_____ Floor swept and clean and no damage to floor covering _____

_____ No garbage is left _____

_____ Town Hall utensils if used are clean and put away _____

_____ No personal items left behind _____

_____ Bathrooms cleaned _____

_____ Any damage reported or seen please list: _____

Date of applicant inspection _____

Date of Town inspection _____

Applicant signature _____

Town found satisfactory: yes / no

Deposit amount of \$ _____ returned

Signature of Town official _____