

TOWN OF PINE LAKE COMMUNITY BUILDING RENTAL AGREEMENT

1. I, _____, agree to be responsible for all cleaning and damages of the premises and equipment and return of the keys to the building following the event. Security deposit will be held until keys are returned and building has been inspected. If damages and/or cleaning exceed the amount of the security deposit, I will also be responsible for the additional amount plus the expense for collecting those additional costs.
2. Purpose of renting the building _____ Date of rental _____
3. Cleaning includes sweeping and mopping all floors, including bathrooms and entry. Cleaning of kitchen and equipment (stove, refrigerator, coffee maker and microwave), putting items away and removing all food. Tables and chairs to be wiped off and put back on storage carts and returned to where they are stored. Close and lock windows and close blinds. Charges for additional cleaning by staff will be deducted from security deposit.
4. Recycle glass, aluminum, plastic and paper/cardboard. Garbage must be in garbage bags. Both garbage and recyclables must be removed. There are dumpsters at the northside of the building and may be used. Make sure that covers are closed.
5. Do not use tacks for decorations in the ceiling or on walls. Remove all decorations.
6. No smoking in the building. Smoking is to be outside and all debris must be cleaned up after the event.
7. Alcohol is allowed if served free by invitation (not requiring a license). Renters are responsible to control use.
8. All events are to end by _____
9. The Town of Pine Lake is not responsible for any property left on the premises.

By signing this agreement, all liability is assumed by signer for the event. The Town of Pine Lake is to be held harmless from any and all liability.

Name of responsible party

Town representative

Address of responsible party

Phone number of representative

Phone number of responsible party

Deposit \$_____ Ck#_____ Date Pd_____
To be returned after satisfactory inspection and return of keys

TOWN OF PINE LAKE COMMUNITY BUILDING RENTAL

To rent the community building contact:

Corinne Hoffmann, Treasurer
Town of Pine Lake
715-360-2823
treasurer@townofpinelake.com

Dates must be reserved in advance and a deposit of \$100.00 sent along with the signed and filled out rental agreement. The security deposit will be returned by mail after the key is returned and inspection is completed. The rental rate should be sent at least one week before the rental of the hall.

Please make all checks payable to the Town of Pine Lake, and mail to the following address:
P.O. Box 1124, Rhineland, WI 54501

PLEASE RETURN THIS AGREEMENT ALONG WITH THE SECURITY DEPOSIT
WITHIN 14 DAYS OF RENTAL. THANK YOU.

RENTAL RATES

Residents - \$50.00

Non-Residents - \$75.00

Funeral luncheons will be no charge with a \$50.00 security deposit.

A security deposit and signed agreement will be required but no fees will be charged to
Fire Department volunteers and other regular town volunteers for immediate family use.
Governmental meetings
Community organizations such as Boy Scouts, Girl Scouts, etc.