

**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

\_\_\_\_\_  
Address of responsible party

\_\_\_\_\_  
Phone number of responsible parties

Cory Hoffmann, Treasurer

\_\_\_\_\_  
Town representative

715-360-2823

\_\_\_\_\_  
Phone number of representative

Check Enclosed \$ \_\_\_\_\_ Ck# \_\_\_\_\_ Date Pd \_\_\_\_\_

# 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

## **PLEASE READ THE FOLLOWING:**

Date requested must be verified by the Pine Lake Treasurer by calling or texting her at 715-360-2823.

Please leave a message since she also works a full-time job.

Once the date is verified as open, the filled out rental agreement, along with the deposit and rental amount, should be sent in as soon as possible so that the date is paid for.

Please make the check payable to: The Town of Pine Lake and mail P.O. Box 1124, Rhineland, WI 54501.

If the rental agreement and check is NOT received within 2 weeks of the requested date, it will be cancelled and opened up for another rental.




## **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
-  Non-Profit Community organizations such as Boy Scouts, Girl Scouts, etc.