

TOWN OF GALE MEETING ROOM

Rental schedule

No fee will be charged for VFW, Ladies Auxillary, American Legion, 4-H, Scouts, Blue Angels

Fees for other uses, such as bridal/baby showers, confirmations, graduations etc. are as follows: **(We request two checks: one for the deposit and one for the rent.** The deposit check will be returned provided the room is left in good condition. See cleaning policy below)

Deposit fee	\$50.00
Resident fee	\$50.00
Non-resident fee	\$50.00

Regulations

The Town Clerk-Treasurer must be contacted to secure a rental date. The key may be picked up from the Clerk-Treasurer. The fee and deposit must be paid before the key can be released. The person picking up the key will sign and be responsible for it.

No alcoholic beverages, beer, or wine can be served or consumed on the Town of Gale property. There is also no smoking in the Town Hall.

The deposit on the room will be refunded in one week if left in good condition. The person renting the room is responsible for damages or breakage.

No thumb tacks, tape or any wall hangings will be allowed on the walls.

Cleaning policy is as follows:

All lights must be turned off. The building must be properly locked. Make sure all windows and doors are locked before leaving. The floor must be cleaned. The kitchen counter must be wiped down, dishes washed and put back in proper place. The kitchen garbage must be taken with you. All other garbage in appropriate containers and the tables must be wiped down.

ALL GARBAGE MUST BE TAKEN WITH YOU OR YOU WILL FORFEIT YOUR DEPOSIT FEE

To rent the building, please contact Sue Henderson at 582-4454.

The Town of Gale (lessor) and _____ (lessee) enter into a Lease agreement for the Town of Gale meeting room. Under this lease agreement, lessee may use and occupy the building as follows:

Date: _____ Time _____ Purpose _____

Rent _____ Deposit _____

Lessee: _____ Lessor: _____

Please return lease and check payable to the Town of Gale to Town of Gale, N18700 Trim Road, Galesville, WI 54630