

2020 Town of Draper Town Hall Use Agreement

It has been a longstanding tradition that the Town of Draper Town Hall will be available to Town of Draper residents for use free of charge. A \$50.00 refundable deposit is required to reserve the hall; the deposit will be returned when the hall has been found clean and returned to its pre-rental condition.

1. Reservations must be made with the Town Clerk at least two (2) weeks in advance of the event so that time conflicts can be avoided.
2. There is no charge for use of the hall, but the responsible party must agree to;
 - a) pay for any damages to the hall or surrounding Town of Draper property,
 - b) set up and put back all tables, chairs and fixtures used.
 - c) clean up and remove all decorations, trash or garbage from the hall or the cleanup will be done by Town of Draper employees at their hourly rate.
3. The \$50.00 deposit will be forfeited if the hall is not properly cleaned and restored to its pre-rental condition; if the damage exceeds \$50.00 you agree to pay the balance assessed by the Town Board based on the following terms:
 - The charge for damages will be the cost to repair or replace any items damaged beyond normal wear and tear by the Town of Draper.
 - The charge for cleanup by Town employees will include salaries, benefits for employees and the cost of supplies used.

Requested date of use of the Town Hall: _____

Description of Event: _____

Number of people expected: _____

Start Time: _____ End Time: _____ (no later than 10:00 PM)

Will alcoholic beverages be served? Yes _____ No _____

NOTE: The laws have changed in the age of social media:

- Individuals: if you are serving free alcohol, the party must be private- by invitation only. It cannot be advertised or posted on social media to the general public.
- If you are a bona fide organization or group (ie Community Club, VFW) then you may apply for a temporary "Picnic License" to sell beer or wine at your events twice a year. You must purchase alcohol you sell from a wholesale distributor, not a bar or retail store; you must have a licensed operator present at all times. See <https://www.revenue.wi.gov/dorforms/at-315.pdf> Contact Clerk to apply.

Name, address and telephone number of the responsible individual (printed):

Signature of responsible individual: _____ Date: _____