2024 Town of Draper

Town Hall Use Agreement

It has been a longstanding tradition that the Town Hall may be reserved by Town of Draper residents for private use. A party or event held at the Town Hall requires the Town to clean the Hall ahead, pump the holding tank, pay for heat, electric, and cleaning supplies.

**Private parties:**

Draper residents: a $100.00 rental fee, plus a$100.00 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.**

Non-residents: $200.00 plus a $100.00 refundable deposit; the deposit will be returned when the hall has been found **clean and returned to its pre-rental condition.**

**Clubs and Groups:**

Draper groups such as bona fide clubs who reserve the hall to fundraise or hold events where the attendance is expected to be above 75 guests will be charged $300.00, and must provide a Certificate of Insurance for the day of their event, plus a$100.00 refundable deposit is also required to reserve the hall; the deposit will be returned when the hall has been found **clean and returned to its pre-rental condition.**

Non-resident groups: $500.00 plus a refundable $100.00 deposit the deposit will be returned when the hall has been found **clean and returned to its pre-rental condition.**

**THE PERSON FILLING OUT THIS APPLICATION AGREES TO BE RESPONSIBLE FOR THE RULES OF USE AS FOLLOWS:**

1. All reservations must be made with the Town Clerk at least six (6) weeks in advance of the event and approved by the town board**.**
2. The responsible party agrees to;
	1. **Clean, set up and put back all tables, chairs and fixtures used**.
	2. **Clean up and remove all decorations, trash or garbage** **from the hall**
	3. **Thoroughly clean the kitchen- table, counters, stove top**
	4. **Remove all items from refrigerator and freezer**
	5. **Sweep and mop the floor**
	6. **Pay for any damages to the hall or surrounding Town of Draper property**

3. No tape may be used on the walls because it peels the paint off.

4. The $100.00 cleaning deposit will be forfeited if the hall is not properly cleaned and restored to its pre-rental condition, **including setting up the meeting tables and chairs as they were before rental**:

* The charge for cleanup by Town employees will include salaries, benefits for employees and the cost of supplies used.
* 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.

Requested date(s) of use of the Town Hall: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Public or Private (CIRCLE ONE)

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, Legion) then you may apply for a temporary Class B “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- **must be approved by Town Board at a board meeting.**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of responsible individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_

**BY SIGNING THIS FORM, THE APPLICANT INDEMNIFIES THE TOWN OF DRAPER FROM ANY LIABILITY, LOSS, OR DAMAGES AS A RESULT OF CLAIMS, DEMANDS, COSTS OR JUDGMENTS AGAINST THE TOWN.**

\*A key will be provided to you prior to use- please make arrangements to obtain it during open office hours on a Monday or Tuesday between 8-2pm.

You may return the key by placing it in the drop box after cleaning and locking the building.