

APPLICATION FOR USE OF AUBURN TOWN HALL

Name of Group _____

Meeting Date _____ **Time frame of event-** from _____ until _____

Contact Person (must live in Town of Auburn) _____

Address _____ **Phone** _____

Fee Schedule: **\$25.00/** day for Auburn Town resident. Additionally a **\$50.00 deposit** is required. This deposit will be refunded, within 10 days, if the hall is left in the same condition that it was found. Please write **two separate checks** payable to the Town of Auburn for \$25 and for \$50. This will enable us to return your deposit check if no fees are assigned.

Renter agrees to leave the facility in the same condition* as it was found and further agrees to be responsible for any damage done during use of the Town Hall. It is also understood that renters will be responsible for any extra cleaning necessary after use of the Town Hall. Any accidents or problems should be reported to the Town Clerk - 568.1033 or the Town Chairman -568.3970. If alcoholic beverages are to be served, Renter is responsible for related actions and/or possible damages. The undersigned responsible party has read the attached regulations pertaining to use of this facility and agrees to abide by their provisions.

Signed by _____ **Date** _____

Return application to: Judy Misner
1811 State Highway 64
Bloomer, WI 54724
(715.568.1033)

- * Hall must be cleaned, vacuumed and all garbage removed.
- * No tape or thumb tacks on the walls.
- * Heat must be turned down to 50 degrees.
- * Lock door and return key to Clerk.
- * Hall will be checked for damages and deposit returned within 10 days.
- *Town Hall furnishings must remain in the building at all times.