



Town Hall Reservation Form
Town of Theresa – Dodge County, Wisconsin
N8679 County Rd. P ♦ Theresa, WI 53091
920- 488-4702

Contact Information (please print)

Name of Renter: _____

Daytime Phone Number: _____ Evening Phone Number: _____

Date of the Event: _____ Type of Event: _____

Note: Please check with Diane Steger, Town Clerk for available dates before submitting form. 920-488-2033

Fees

The Community Room and Kitchen will be available for use on a first come basis. The rent for a one-day event will be as follows:

1. Town Residents - \$100
2. Non-residents - \$175
3. Local non-profit groups - \$50 for large meeting room
4. Local non-profit volunteer groups – No Charge for non fund raising events using small meeting room

Please Note: A \$25 deposit is required and will be applied toward any additional clean-up that is required after the event. If the premises are left in satisfactory condition, the deposit will be refunded. All deposits must be paid with a personal check made out to the Town of Theresa. A separate check must be made out for the rental fee.

Terms and Conditions

1. A certificate of insurance will be required for all rentals. This can be obtained from renter’s insurance agent. Any and all damage to the premises will be billed to the person signing the rental agreement. Any liability claims will be submitted to renter’s insurance company.
2. Entrance to the building will be made on the day of the event, unless other arrangements have been made. Arrangements can be made by contacting Diane Steger at 920-488-2033.
3. There will be no attaching of decorations to the walls, tables, etc. that will leave holes or damage to any surface.
4. Any damage must be reported immediately to Diane Steger.
5. Clean-up must be completed at the end of the day of the event; this will include the restrooms.
6. Do not drag tables on carpet or floor.
7. No smoking is allowed in the building.
8. Renter to supply own utensils for food and preparation in kitchen. Kitchen **MUST** be cleaned after use.
9. Parking will be restricted to drive and parking area.
10. Confine activities to the restrooms, meeting room and kitchen. The shop and offices are not open for use.

Signatures

I, _____ agree to all of the above conditions and agree to hold harmless the Town of Theresa Elected Officials on this _____ day of _____

Please return one copy to: Town of Theresa, W783 West Bend Rd., Theresa, WI 53091