

Village of Mt Calvary/Town of Marshfield Hall Agreement

_____ agrees to rent the Village/Town Hall for a private gathering to be held on _____, 20____. The above party may enter the hall on _____(date) at _____(time) and must vacate the hall on _____(date) at _____(time).

The person/group/company named above agrees to compensate the Village/Town in the amount of \$125.00 for 1-50 individuals or \$150.00 for 51-100 individuals in attendance for the event that day(s). **Note that the hall capacity limit is 100 persons.**

The total payment for this event is \$_____.00 submitted with check #_____. Checks are to be made payable to the "Jt Hall Commission".

The person/group/company named above further agrees to clean the hall following the event and return the hall and any other materials and conveniences (such as sink, refrigerator, etc.) to the condition in which it/they was/were initially provided. The person/group/company named above will be held specifically liable for any damage incurred during the time stated above that the hall is rented to them. Tables and chairs for usage are located in the closet to the right of the kitchen.

Access to all other departments is prohibited per this agreement.

_____ Date _____, 20____
Signature of Person/Group/Company renting hall

_____ Date _____, 20____
Print Name of Person/Group/Company renting hall

_____ Date _____, 20____
Village or Town Representative

Call John Bord at 920-904-0357 to schedule

Return agreement either by email, mail or dropbox:

Email - townchairperson@townofmarshfieldwi.gov

Mail - Jt. Hall Commission

P. O. Box 3

Mount Calvary, WI 53057-0003

Dropbox - Located on East side of building (Open 24/7)

999 Fond du Lac Street

Mount Calvary, WI 53057