

**TOWN OF ERIN
1846 STATE HWY 83
HARTFORD, WI 53027
262-673-3682**

Stipulations and regulations for the use of the Erin Town Hall Facilities:

1. User agrees to be responsible for any lost or damaged equipment, i.e. chairs, tables, map, pictures, coffee pots, range, refrigerator, refuse containers and janitor's equipment.
2. User agrees to be responsible for any damage to the building itself, such as broken doors, windows, damage to plumbing and lighting fixtures and if applicable, audio/visual equipment.
3. User agrees to be responsible for any damage and/or litter to the area around the Town Hall, i.e. damage to trees, plants, etc.
4. User agrees to remove **all** garbage as a result of the activity and placed in the dumpster.
5. User will be responsible for cleaning tables and chairs and returning them to the storeroom.
6. User agrees to be responsible for cleaning the bar, kitchen, range, refrigerator, sinks and floor; restroom facilities, washroom basins, toilets, and floor; walk-in cooler.
7. User agrees to clean the floor in the main hall and entry hall.
8. User agrees there will be **no smoking or use of fogging devices by bands/DJs** in the building.
9. Party activities are to cease at 1:00 a.m. and clean up to be completed and the hall is to be vacated by 2:00 a.m.
10. Cancellation Policy: Refund of **deposit only** will be made upon 60 days notice prior to event.

Refundable deposit will not be returned if the above conditions are not met.

DATE OF USE _____ / _____ / _____ _____
NAME

TIME OF USE _____ to _____ _____
STREET ADDRESS

FEE: \$55 4 hrs./ \$150 all day/ \$300 non-res. _____
CITY, STATE & ZIP

REFUNDABLE DEPOSIT: \$55.00 / \$100 _____
DAYTIME TELEPHONE

TOTAL _____ _____
SIGNATURE

RECEIPT # _____ DATE _____ / _____ / _____

DATE OF WALK-THRU AND KEYS PROVIDED _____ / _____ / _____
KEYS RETURNED _____ / _____ / _____