



TOWN OF LODI

W10919 COUNTY ROAD V
P.O. BOX 310
LODI, WI 53555
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LODI TOWN HALL RENTAL AGREEMENT

DAY/DATE OF RENTAL: Day: _____ Date: _____, 20____

TIME: From: _____ AM/PM (circle AM or PM)

To: _____ AM/PM (circle AM or PM)

RESPONSIBLE PARTY: _____

PHONE #: _____ CELL PHONE #: _____

EMAIL: _____

FUNCTION: _____

FEE DUE: _____

OFFICE USE ONLY:

DATE FEE PAID: _____ / _____ /20_____

PAID BY (check one): _____ CASH _____ CHECK

RECEIPT #: _____

Renters of the Lodi Town Hall agree to the following:

- (1) Renters are only allowed access to the areas they have rented (each area includes use of the restrooms and utility closet (for tables, chairs, cleaning supplies)
- (2) Large meeting room capacity is: 49 maximum
Small meeting room capacity is: 15 estimated
- (3) 12 rectangular (36" x 96"), 4 rectangular (36" x 60"), and 1 round (60" diameter) tables are available for use (stored in utility closet)
- (4) Alcohol consumption is permitted w/approval of required license(s)
- (5) Decorate only tables. NO decorating of walls or ceilings is permitted and doing so will result in additional charges.
- (6) All areas rented should be left in the same condition in which it was before the event. Significant amounts of dirt or garbage left behind or damage to floors, walls, doors, windows or ceilings will be your responsibility and will result in additional cleaning and repair charges.
- (7) Return any chairs and tables used during your event to the storage area from the utility closet from which they were removed.
- (8) Sweep or carpet-sweep the floors to remove any excess dirt or liquid spills. Use only the cleaning equipment & supplies provided in the utility closet.
- (9) Remove all leftover food (that you brought) from the refrigerator and wipe out any spills.
- (10) Clean the bathrooms
- (11) Place all recyclables (aluminum, plastic or metal) in the blue bin at the end of the front serving counter. You can also take your recyclables with you. Place any garbage in the trash bags provided and place in utility room. All will be picked up by a Town of Lodi Transfer Site employee.
- (12) DO NOT touch the programmable thermostats
- (13) Turn off all lights before leaving the building
- (14) Return key to the Town Hall office the following business day

Signature: _____ Date: ____ / ____ / 20____

Witness (Employee) Signature: _____



TOWN HALL RENTAL FEE SCHEDULE

<u>Large Meeting Room</u>	<u>Town Residents</u>	<u>Non-Residents</u>
Individuals/Families	\$ 200.00***	\$ 250.00***
Non-Profit Groups	\$ no fee	\$ no fee
Government Groups	\$ no fee	\$ no fee

* Town Residents \$100 for 4 hours or less; Non-Residents \$125 for 4 hours or less

****\$50 Deposit due** as a separate check upon booking. Deposit will be refunded after event provided room is left in clean state and no damage is done to Town Hall.

<u>Small Meeting Room</u>	<u>Town Residents</u>	<u>Non-Residents</u>
Individuals/Families	\$ 20.00	\$ 20.00
Non-Profit Groups	\$ no fee	\$ no fee
Government Groups	\$ no fee	\$ no fee

<u>Kitchen only</u>	<u>Town Residents</u>	<u>Non-Residents</u>
Individuals/Families	\$ 25.00	\$ 25.00
Non-Profit Groups	\$ no fee	\$ no fee
Government Groups	\$ no fee	\$ no fee