

# Rental Contract Agreement Town of Conover

Date reserved: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Check user areas/equipment:

\_\_\_\_ General meeting room

\_\_\_\_ Open Pavilion

\_\_\_\_ Gym

\_\_\_\_ Closed Pavilion

\_\_\_\_ Gym and Kitchen

\_\_\_\_ Table & Chairs (Gym)

\_\_\_\_ Board Meeting room

\_\_\_\_ Number of addition days for set-up/take down  
(fee: ½ cost per additional day)

Describe in detail, purpose of the rental and what will take place (will alcohol be served? Yes [ ] No [ ]):

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## AGREEMENT CONDITIONS

1. I will make arrangements with the Town Clerk for the key pickup and return.
2. I will be responsible for all damages as determined by Town personnel upon inspection, even those damages in excess of the \$\_\_\_\_\_ deposit made, to any and all town property on the premises.
3. I will be responsible to remove and properly dispose of all garbage, trash and recyclables generated from my event or use.
4. Absolutely and under no circumstances, will smoking of any product be permitted within the Conover Center. Smoking will be permitted outside the buildings and I will be responsible for the debris (butts, etc.) to be placed within the provided receptacles. I agree to be held responsible to police and insure that this smoking regulation is complied with 100%.
5. I agree to the fee and deposit indicated herein and understand that the fee, less any housekeeping or damage assessments will be deducted from the deposit. Assessment of such shall be made by a member of the Town Board, Clerk or Public Works employee and shall be final.
6. No alcohol may be served to any individual under 21 and the serving of any alcoholic beverage, must be in full compliance with Wisconsin State Statue 15, be indicated in the above description and be authorized by the Town Board or Clerk.
7. All decorating and attachments to the community center, inside or out, shall be authorized by the Town board or Clerk (and shall be removed before vacating the building(s)).
8. By signing this contract agreement, all liability is assumed by the signer for the event or occasion. The Town of Conover is to be harmless from any and all liability.
9. If the following box is checked [ ] - a certificate of insurance shall be required with the Town of Conover as an additional insured and shall be obtained in advance of the scheduled event.

10. All areas of the Conover Center used shall be restored to a clean, neat and orderly condition equal to the condition it was found in before the event. All keys must be returned to the Clerk or drop box by 6 p.m. the next day.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Printed name of Renter

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Printed name of Renter

\_\_\_\_\_  
Address City/State/Zip

\_\_\_\_\_  
Tele. Number

\_\_\_\_\_  
Driver's License Number

Rental Fee: \$ \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_ (refundable, if facility and equipment in clean/useable condition)

Tables & Chairs (Gym) \$ \_\_\_\_\_

\$ \_\_\_\_\_ Total Funds Required

Acceptance: \_\_\_\_\_

Signature of Town Representative