

TOWN OF METOMEN

TOWN HALL RENTAL APPLICATION

N6971 Hwy 44-49., Ripon, WI 54971
920-346-5866

Date Requested: _____ Time (approx.) from: _____ to _____

Name of Applicant or Organization: _____
Please print

Name of person responsible: _____
Please print

Address: _____
City State Zip

Telephone # _____ E-mail Address _____

Type of Function to be held: _____

Number of people expected at function: _____ (the hall has a seating capacity of 65)

What items will be brought in to the hall for the activity: _____

The undersigned agrees to indemnify and hold the Town harmless for any damages or injuries arising out of the undersigned's use of the Town Hall. I also state that I have received, read and initialed a copy of the Rules and Regulations

Signature of Applicant: _____ Dated: _____

Signature of Clerk: _____ Dated: _____

YOUR APPLICATION IS NOT CONFIRMED UNTIL THE TOWN HAS RECEIVED YOUR CHECKS

_____ Certificate of Insurance provided (proof of Homeowner's or Renter's Insurance)

Make Checks payable to: [Town of Metomen](#)

_____ \$50.00 Rental Fee – Residents/Property Owner Town of Metomen: Cash _____ Check # _____

_____ \$100.00 Rental Fee – Nonresidents of Town of Metomen: Cash _____ Check # _____

_____ \$100.00 Damage Deposit (residents and nonresidents): Cash _____ Check # _____

(will be refunded if and when it has been determined that the hall was left in satisfactory condition and all rules and regulations were complied with)

_____ Total Received

Received by: _____ Dated: _____
Town Clerk

INSPECTION AND REIMBURSEMENT

Inspection Date _____ By _____

Building left in satisfactory condition: _____ YES _____ NO

Comments: _____

Date of Refund: _____ Amount \$ _____ By: _____

Return this form with deposit to: Town of Metomen, c/o Clerk Cindy Sheskey, W12605 Sheldon Rd., Brandon, WI 53919