

TOWN OF METOMEN
TOWN HALL RENTAL APPLICATION

N6971 Hwy 44-49., Ripon, WI 54971
920-291-7743 (Cindy Sheskey, Clerk)

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-Town of Metomen/Property owner: Cash _____ Check # _____

_____ \$100.00 Rental Fee – Nonresidents -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