

TOWN OF OMRO
4205 Rivermoor Road
Omro, WI 54963

Attention: Clerk

APPLICATION FORM FOR USE OF OMRO TOWN HALL BUILDING

MUST BE A RESIDENT OR TAXPAYER OF THE TOWN OF OMRO

COPY OF REGULATIONS ATTACHED.

DATE OF APPLICATION: _____ DATE & TIME OF USE: _____

NAME AND ADDRESS OF PERSON FILING APPLICATION AND SUBMITTING PAYMENT:

_____ Phone Number: _____

_____ Signature: _____

TYPE OF EVENT TO BE HELD: _____

NUMBER OF PERSONS EXPECTED TO ATTEND: _____

FEE CHARGED: \$100 Rental Fee \$50 Deposit PLEASE MAKE CHECKS PAYABLE TO: Town of Omro

SEND TWO SEPARATE CHECKS FOR THE RENTAL AND DEPSOIT FEE

DATE PAYMENT SUBMITTED: _____ CHECK NUMBERS: _____

TOTAL TO BE REFUNDED IF BUILDING AND GROUNDS ARE LEFT IN SATISFACTORY CONDITION: \$50.00

INSPECTION: DATE: _____ BY: _____

CONDITION OF BUILDING: _____

CONDITION OF GROUNDS: _____

ANY DAMAGE OF VISIBILE WEAR & TEAR _____

BUILDING & GROUNDS LEFT IN SATISFACTORY CONDITION: YES: _____ NO: _____

SENT APPLICANT'S CHECK BACK TO THEM? YES _____ NO _____ AMOUNT: _____

CLERK'S SIGNATURE: _____ DATE: _____

Availability: 9:00 a.m. – 11:00 p.m.

Reservations & Cancellations: Application must be filed no more than 6 months prior to usage date and no later than 1 week prior to regular Town Board Meeting immediately preceding the date requested.

Cost: \$50 deposit + \$100 rental fee is required at time of application. Deposit will be refunded upon satisfactory inspection of Town Hall grounds after rental date.

If snow removal is necessary, contact a Town Board Member. The Town shall not be liable for the cost of snow removal. It may be deducted from the deposit or will be billed separately to the applicant.

Accommodations: No more than 99 persons may attend any authorized function.

Restrictions: No intoxicating liquor is allowed on premises. Beer & wine may be served without charge, but shall not be sold.

Keys: It is the applicant's responsibility to contact the Town Clerk/Deputy Clerk prior to the function to make arrangements to pick up keys. Keys may be picked up within 24 hours of event and have to be returned no later than 24 hours after event. Loss of key will result in a charge for rekeying the building and replacing all keys issued or in possession of the Town.

Decorating: Simple decorating may be done as long as no nails or items are permanently fastened to structures. The taping or adhering of decorations to the painted wall is not allowed. Decorations need to be removed from the premises immediately following the event.

Tables & chairs: Tables & chairs must be put back where they were found. They are not to leave the building. If tables or chairs are brought in, their feet must have adequate protection to prevent damage to the floors.

Outside of building & grounds: The grounds must be left in a neat condition and all garbage picked up and disposed of.

Smoking: Absolutely no smoking within Town Hall. Smoking is allowed on the grounds outside the building.

Animals: No animals allowed other than handicap-assisting animals.

Loss of deposit: Failure to comply with these regulations may result in loss of deposit. If damage occurs and exceeds deposit amount, applicant will be responsible to reimburse the Town for such loss.

The Town Hall and grounds must be left in the same orderly condition in which they are found.