

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.

Cost: \$50 deposit + \$100 rental fee is required at time of application. Deposit will be reimbursed upon satisfactory inspection of Town Hall grounds after rental date. Deposit reimbursements are made at the next month's board meeting.

If special snow removal is necessary, call the main line at the town hall and speak to the clerk. The Town will not provide special snow removal unless the renter makes arrangements to cover the cost of it.

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

Restrictions: Beer & wine may be served without charge, but shall not be sold without being granted a Temporary Class "B" Retailer's License by the Omro Town Board.

Keys: It is the applicant's responsibility to contact the Town Clerk/Deputy Clerk prior to the function to make arrangements to obtain a temporary access code to unlock the front and rear door of the facility on the day of the rental.

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.

Doors and Windows: Renters are asked to be respectful of the cost to taxpayers with regard to heating and cooling the building. If persons renting the town hall feel extra ventilation is necessary on the day of the rental, and choose to prop open windows and doors, they are asked to turn off the heating/cooling system while doing so.

The Town Hall and grounds must be left in the same orderly condition in which they are found. If they are not, and Town staff or their designee(s) are required to spend time setting the hall and/or the grounds back to original condition, renters will be charged for the time spent doing so.

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

For any questions regarding these rental terms, contact Town officials at 920-685-2111.