

**Town of Birnamwood**  
**Hall Rental Agreement**

**Town of Birnamwood does not assume any liability for any groups or individuals attending functions at the Town Hall.**

**Scheduling Rental:**

Contact Town Supervisor, Wayne Clark 715-326-3153 for hall availability and to schedule a rental date.

Arrange to pick up a key from the Supervisor.

Maximum capacity is 130.

Rental Fee: Residents \$75.00 + deposit      Non-Residents \$100.00 + deposit

**No Smoking in the Town Hall.      Park only in developed parking areas.**

**Decorations: No tape, nails, or thumbtacks on walls or ceiling.**

**TABLE DECORATIONS ONLY!**

**Clean up:**

- \_\_\_ Cleaning supplies are in the storeroom across from the kitchen.
- \_\_\_ Clean up all smoking and animal waste outside the hall appropriately.
- \_\_\_ Return tables and chairs as you found them.
- \_\_\_ Entrance, hall, kitchen, and restrooms must be cleaned.
- \_\_\_ Sweep floors. Mop if needed.
- \_\_\_ Close/lock all windows and lock all outside doors.
- \_\_\_ Verify stove is off and no food is left in refrigerator.
- \_\_\_ Turn off all lights, ensure faucets are turned off and toilets are flushed.
- \_\_\_ Turn heat or A/C back to temperature it was set when you arrived.
- \_\_\_ Please take **ALL** garbage with you. Dumpsters are for Town use only.
- \_\_\_ Leave the key on the kitchen counter when finished.

**In Case of Emergency, call appropriate provider (911)**

**Maintenance issues 715-326-3153 or 715-573-2048**