

**APPLICATION/RULES FOR USE OF THE JACKSONPORT TOWN HALL**

NAME OF GROUP \_\_\_\_\_

MEETING DATE \_\_\_\_\_ APPROX #OF GUESTS \_\_\_\_\_

TIME OF EVENT WILL RUN FROM \_\_\_\_\_ UNTIL \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Completed application, fees and deposit must be submitted within ten days to guarantee reservation. Deposit will be returned upon satisfactory inspection within ten days after event.

Fee Schedule: (No charge for nonprofit community groups)

Main Room

\$100.00 per day for Jacksonport Town Resident/Taxpayer  
\$150.00 per day for Non-Resident

Main Room and Training Room

\$150.00 per day for Jacksonport Town Resident/Taxpayer  
\$300.00 per day for Non-Resident

Additionally, a deposit of \$200.00 is required for Main Room rental and \$300 Deposit for rental of both rooms. The deposit must be a separate check. This deposit will be refunded if the hall is left in the same condition as it was found and the key is returned (if issued).

Please provide separate payment and deposit checks payable to: **Town of Jacksonport**

Attachment: This agreement is subject to the terms and conditions within the one-page, 2-sided attachment

Signatures: The undersigned confirms they have read the forgoing Use Agreement and the referenced Attachment and agree to abide by all provisions stated therein. Any accidents or problems should be immediately reported to the Town’s signatory identified below.

Renter (authorized signature): \_\_\_\_\_ DATE \_\_\_\_\_

Renter email address: \_\_\_\_\_ (rental key codes will be emailed)

Fee Paid \$ \_\_\_\_\_ Date Paid/ Check # \_\_\_\_\_

Security Deposit Paid/ Check # \_\_\_\_\_ Date Paid \_\_\_\_\_ Date security deposit returned \_\_\_\_\_

Landlord: Town of Jacksonport, Door County, Wisconsin

Town Signatory: \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE RETURN APPLICATION TO, AND ARRANGE TO PICK UP KEY OR KEY CODE FROM: *Theresa Cain-Bieri, clerk-treasurer*  
3365 County Rd V, Sturgeon Bay, WI 54235.920-823-8136, [jtownclerk@jportfd.com](mailto:jtownclerk@jportfd.com). Key code is for east side parking lot only, if handicapped access is needed please make prior arrangements to receive additional instructions.

## APPLICATION/RULES FOR USE OF THE JACKSONPORT TOWN HALL

Jacksonport Town Hall- Reserved Use Agreement Attachment- Terms and Conditions

Maximum Capacity is 133 people

No Smoking is allowed in the Town Hall

No Pets allowed, with the exception of Guide Dogs No Parking allowed in front of Fire Station

**Premises:** A designated area within Jacksonport's Town hall located at 3365 County Rd V, Jacksonport, WI. Reservation includes use of the designated furnished-floor space as well as common use of the following: eastside parking lot, food preparation area, and restrooms.

**Jacksonport Based Non-Profit Community Organizations:** This includes nonprofit community organizations to which Jacksonport has an affiliation, that have periodic and reoccurring meetings and have established a record of leaving the premises in a clean-undamaged condition, can maintain its required security deposit on account.

**Fees and Deposit:** If required, fees and deposit are due at time of reservation. The deposit is refundable when the reserved space and common areas are clean and undamaged after use. An additional fee of \$50 will be imposed for any dishonored checks.

**Decoration:** Rental shall not remove anything from the walls or building. Renter may not affix any object by nailing, tacking, screwing, bolting or any other means that will damage the building or its components in any way by weakening, marring, or negatively affecting the appearance thereof. Alterations of any kind are not allowed. Tape or other means, when no removal problem is created, are acceptable.

**Cleaning and Waste Removal:** Renter is responsible for cleaning the reserved space and common areas used, leaving them in the same condition as found when initially occupied by renter. Renter shall remove all waste generated by the event.

**Deposit Shortfall:** The renter's contact person will be informed of any shortfall in the event clean up and/or if damage costs exceed the deposit amount. The renter is responsible for any deficit. The renter is not responsible for loss due to an act of God or outside the renter's control. Any renter previously defaulting on payment or maintaining a shortfall regarding previous clean up and/or damage costs will not be afforded further use of the premises until the amount currently in arrears is paid by cash, cashier's check, money order, or other secure means.

**Alcohol, Smoking, Pets, Drugs:** Alcoholic beverages are allowed. No alcohol sales or exchanges for value are allowed without a license issued by the Town. The Jacksonport Town Hall is a non-smoking facility. Pets are not allowed. The use of any controlled substance is not allowed. Landlord accents no responsibility for the effects of alcohol or drug use by renter, its members, guests or other attendees.

**Waiver:** Renter understands that use of the premises is the renter's risk. Landlord does not provide supervision, although a landlord representative may enter the premises to check site conditions during renter's use. Condition of premises are not guaranteed, and renter is expected to provide maintenance during the event to prevent or correct any hazard that may arise.

**Use Priority:** Town of Jacksonport governmental use deemed appropriate by the Town Board shall have first priority and may impact availability dates. Every effort will be made to honor dates reserved to others.

## **APPLICATION/RULES FOR USE OF THE JACKSONPORT TOWN HALL**

**Purpose:** The premises are available for gatherings that do not advocate any interest or action averse to the Town of Jacksonport. The Town Board may approve an organization's use of the premises for social, governmental, or educational purposes. No commercial enterprise can use the premises without the approval of the Town Board.

**Administration:** If the Town's signatory is uncertain whether the potential renter meets the requirements of this Use Agreement, or if the potential renter wishes to appeal any decision the Town's signatory has made, the Town Board shall rule on the issue at the next scheduled Town Board meeting where the issue is timely placed on the agenda. Both the Town's signatory and the Town Board have to right to demand the Use Agreement be fully completed by any group or individual requesting use of the premises.

In General, Leave the Town Hall as you found it:

- Do not use thumbtacks or nails when decorating.
- Clean and replace all tables and chairs in the arrangement they were in prior to use.
- Clean up all spills and sweep and vacuum. Take down all decorations.
- Kitchen users: Clean and return any kitchen equipment to its proper place. Be sure the sink, countertops, stove and refrigerator are wiped clean. Please remove everything out of refrigerator. Bring your own dishtowels and dishcloths or launder and return any that you use belonging to the Town.
- Bring your own garbage bags, fill and take with you when you leave.
- Any garbage left behind will result in a minimum charge of \$10.00 which will be deducted from your deposit.
- Lock doors. Hit the lock button on the back of the key pad. If handicapped door is unlocked, please lock door and return key.
- Check outside area and remove any debris generated by your group.

Future use may be prohibited to anyone who does not observe the above regulations.

Thank you for your cooperation in keeping the Town Hall a pleasant place for our entire community to enjoy!