



Town of Brooklyn

N5988 County Road A | Green Lake, WI 54941
(920) 294-6600 | clerk@tn.brooklyn.wi.gov | www.townofbrooklyn.com

Renter Type -Please check type:

- Town resident/property owner: \$100.00
- Non-Resident: \$200.00
- Governmental Representative \$100.00
- Non-Profit Group \$50.00 (would appreciate donation)
- Charitable Organization no charge

Date Requested: _____ Time (approximate): from _____ to _____

Name of Group or Organization: _____

Name of person responsible: _____

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 138)

What items will be brought into the hall for the activity: _____

Signature of applicant: _____ Date: _____

Signature of Clerk: _____ Date: _____

Hold Harmless Agreement signed **required for all rentals**

Rental Amount from Above chart \$ _____

Cleaning Deposit: \$80.00: - separate check. Check # _____

Cleaning Deposit returned: Date. _____

[No for-profit activities can be held at the Town Hall]



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TOWN HALL USE AGREEMENT

In consideration of the use of the Town Hall and in consideration of any fees charged by the Town of Brooklyn, the Town and the undersigned agree that the undersigned may use the Town Hall on:

Date: _____ from the hours of _____ to _____.

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. The undersigned further agrees as follows:

1. No smoking is allowed in the Town Hall or on town property.
2. No alcohol is allowed on the premises or property owned by the Town of Brooklyn.
3. No tape or nails are allowed on any walls or ceiling. Tape is allowed on windows and tables.
4. During the winter, the thermostat may not be set any higher than 70 degrees. Upon leaving the thermostat must be set to 65 degrees. During the summer, the thermostat must be set to 79 degrees upon leaving.
5. All toilets must be flushed and faucets turned off upon leaving the Town Hall.
6. All areas that were used, including the rest rooms, must be swept or vacuumed prior to leaving.
7. All garbage generated must be removed from the Town Hall.
8. If food is served, all countertops and tables must be washed and wiped clean.
9. The Town does not provide towels or utensils.
10. All lights must be turned off upon leaving the Town Hall.
11. The outside doors must be locked upon leaving the Town Hall.
12. No confetti, birdseed, rice or like material is allowed in Town Hall or on town property.

The undersigned shall promptly return the key to the Town Hall within 3 days of event – to the Town Clerk. If the rules have been complied with and there is no damage or missing property, then the Town shall refund the cleaning deposit.

Date: _____
Signature of renter

Printed Name

Date: _____
Kathleen Morris, Clerk

REMINDER

If the Town incurs any additional cleaning fee's on items 1 – 12, the \$80.00 cleaning fee will NOT BE REFUNDED.



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HOLD HARMLESS AGREEMENT

Concerning Property located at: N5988 County Road A., Green Lake WI 54941 (Premises)

Date: _____

For good and valuable consideration, the adequacy of which is hereby acknowledged, the undersigned Renter and Owner (Town of Brooklyn) hereby agree as follows:

The renter and renters' agents and or contractors shall have access to the property in order to perform or conduct the following activity:

And the Owners (Town of Brooklyn) shall not be responsible for any loss or any damage to any or all the Renters' personal belongings. The Renter () agrees to indemnify and hold the Owners harmless from any claims, losses, damages and expenses, including reasonable attorney fees, of any nature, whether for personal injury, property damage, or any other damage, or costs, arising out of Renters' breach, or the Owners' enforcement, of this Agreement, or the Renters' access and performance of the work on the Premises, including any liability arising out of injury to the Renter or their invitees, guests, contractors or agents. The Renter further agrees that they will not make any claim under any circumstances whatsoever, for any personal injuries or property damage or any other damages or injuries sustained by them as a result of their access to or work performed or conducted on the Premises, regardless of the cause of said personal injuries, bodily damage, or other damages or injuries to the Buyers, their invitees, guests, contractors or agents.

Renter

Owner (Town of Brooklyn)