



Jenni Brown, Clerk
Town of Vinland
6085 County Road T
Oshkosh, WI. 54904-9734
Phone: 920-235-6953
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TOWN OF VINLAND

Thank you for your interest in renting the Vinland Town Hall.

Please be aware that you **must** be a resident/property owner in the Town of Vinland.

Please complete the enclosed forms and return them to the clerk at the Town hall office. The office hours are Monday – Friday 9-12. There is a drop box next to the office door you can use for after-hours correspondence. The clerk will sign and return a copy of the agreement to you.

Arrangements can be made shortly before your rental date for a key to the Town hall.

Please note the capacity for the Town Hall is 116 people.

If you have questions please give me a call.

Thank you.

Jenni Brown, Clerk
(920) 235-6953 or (920) 379-1515 (emergency only please)

TOWN OF VINLAND
Hours: Monday-Friday 9-12
and
Available by Appointment



LEASE AGREEMENT

The Parties of this Agreement are the Town of Vinland, a Wisconsin municipal organization and:

_____, Lessee.

The Town of Vinland will lease its town hall meeting room, kitchen and bathrooms, exclusive of the office and fire department quarters, for special event purposes to Town of Vinland property owners ONLY, upon the terms and conditions of this lease.

The Town does not permit beer, wine, liquor or other alcoholic beverages to be consumed on the premises. The water at the Town Hall is unfiltered and you may want to consider bringing bottled water for your event. There is a "non-smoking" policy in the hall.

Lessee shall return the premises after the period of use to the same condition as their arrival; clean and in proper order.

Lessee shall be responsible for all damages that may occur to the premises during its use.

Lessee shall hold the Town of Vinland harmless from and shall defend and indemnify it from and against all liability for injuries to or deaths of persons or damage to property arising from activities under this Lease Agreement, including loss predicated on active or passive negligence of the Town of Vinland.

Lessee shall have no right to assign or sublet the privileges of Lessee.

Lessee shall pay the full rental and security deposit to the Town of Vinland at least thirty (30) days prior to engagement, to secure performance of Lessee's obligations under this Agreement. The Town Hall will not be reserved until the full rental/security deposit and the signed agreement is returned.

Executed by the parties of this Agreement:

_____ Lessee

_____ Town of Vinland, Clerk

TOWN HALL RENTAL APPLICATION AND REGULATIONS

Date Requested: _____

Group/Occasion: _____

Number of People: _____

Times of Event: _____

Time Access Is Requested: _____

You must be a resident/property owner in the Town of Vinland.

All chairs & tables shall be returned to same position as per your arrival.

Floors shall be swept and wiped cleaned. (Cleaning supplies in kitchen)
If spills happen PLEASE wipe them up right away; especially on the carpet.

Kitchen shall be left clean and in order.

You may use the bulletin strips to attach items to the walls.

All garbage shall be removed from the premises that day.

No parking in front of the mailbox or the pump house. (Additional parking in the lot south of the Town hall)

All doors shall be locked when leaving the building.

Any cost of extra janitorial services will be applied to your deposit.

The hall rental fee of \$100, which includes a \$50 deposit, shall be included with your application. The \$50 deposit will be returned after your event with the hall being left in the same or better condition than when you arrived.

Responsible Party: _____

Name

Street Address

State, Zip Code

Phone No.

Approved By: _____ Date: _____