

# OSCEOLA TOWN HALL RENTAL POLICIES

W1476 County Road F, Campbellsport, WI 53010

## RENTAL POLICIES:

1. Any person or group (the "Lessee") wishing to reserve the Town of Osceola Town Hall must submit this completed form with appropriate deposit.
2. The Hall may be reserved on a daily basis. Requests will be accepted on a first-come, first-serve basis. The fact that a group is permitted to meet in the Hall does not constitute an endorsement by the Town of the group's beliefs, policies, or programs.
3. Parking is not allowed on the South side of the building only on Saturday mornings from 10 am to 1 pm during Town "Dump Hours." Use east parking area then and grass in the front north side of building, IF ground during the season permits. Keep the fence line clear. Otherwise, all parking should be in the south side parking area.
4. No bands or amplifying devices may be used in the Hall unless expressly approved in writing by a Town official.
5. Please remove all decorations and residue used or remaining on the Town property after the event. Wipe down all surfaces used in hall and kitchen during the rented time. Sweep up noticeable debris, especially food, on the floor using brooms from Custodian Closet. Normal shoe traffic dirt is expected.
6. No smoking or vaping is permitted inside the Hall. "Butt" buckets are located outside the front glass doors for disposal. No candles are allowed unless enclosed in glass.
7. Any alcoholic beverages brought into the Hall are solely the responsibility of the "Lessee." No charge, admission fee, or other compensation may be collected for the alcoholic beverages and under NO circumstances should the beverages be allowed to be consumed by any persons who have not reached the legal Wisconsin drinking age. The Town of Osceola is NOT liable for any mishap(s) that may occur due to the consumption of these beverages.
8. Activities must be over by 11:00 pm and the Hall cleared by 12:00 pm. If additional set-up or clean-up time is needed on another day, there will be an additional charge of \$25 per day.
9. The full rental fee amount will be refunded if the reserving party cancels the reservation not later than 5 days prior to the reservation date. Cancellations after five days prior to the reservation date will receive a refund of the rental fee minus \$25.
10. The Lessee is responsible for all damages to the Hall incurred during the rental period. Any damages must be promptly reported to the Clerk.
11. The Lessee agrees to indemnify and hold the Town of Osceola, and its elected officers and employees harmless from and against all claims, liability, loss, and expenses, including reasonable attorney's fees and court costs, arising out of the use/rental of Town facilities. The Lessee shall bear all costs and expenses related thereto. The Lessee agrees to handle, respond to, investigate and defend, at its sole expense, any claim or alleged claim made against the Town of Osceola and its elected officers or employees arising out of the conduct of Lessee operations and/or use of the premises. The Lessee shall bear all other costs and expenses related thereto. The Town of Osceola shall have the right to approve any legal counsel selected to defend the Town of Osceola in such claim or alleged claim.

Approved by:

Osceola Town Board

W1476 County Road F, Campbellsport, WI 53010

920-212-TOWN (8696)

[www.townofosceola.org](http://www.townofosceola.org)