

**TOWN OF RHINE HALL/PARK SHELTER**

W5250 Cty FF

Elkhart Lake, WI 53020

**Rental Agreement for Rhine Residents**

The Town of Rhine Hall (maximum capacity 120 persons) and Park Shelter (maximum capacity 330 persons) belong to all **residents** of the Town, and were constructed for their use. **Renters must be a Town Rhine resident.** To maintain the Hall or Shelter in good condition, renters agree to the following conditions:

1. State day, hours, and purpose of use to the Town Clerk. **All functions MUST end by 12:00 midnight.**
2. Pay up-front fee of \$65.00 with \$10.00 refundable if Hall is left in good clean condition.
3. Pick up the rental key the Thursday before your event between 11:30AM and 4:30PM.
4. Mop the floors after the function is over – water only.
5. Clean sinks and counter tops in kitchen.
6. Put away all dishes and crockery.
7. Empty wastebaskets from rest rooms.
8. Set-up tables and chairs in the condition you found them.
9. Any garbage **MUST** be removed from the Hall. Use plastic bags in garbage cans. Remove from premises. Do not put on the grounds.
10. Any damage done to the interior or exterior of the building is the responsibility of the renter. Renter agrees to pay all repair costs if such damage occurs.
11. Any and all long distance phone calls will be paid for by the renter.
12. There is **NO SMOKING** in the Town Hall. **If smoking occurs outside the Hall, it is the responsibility of the renter to appropriately clean the area.**
13. When your event is over please lock up and place the rental key in the mail slot to the left of the front door.

Renter's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Building to be Rented: Town Hall \_\_\_\_\_ Park Shelter \_\_\_\_\_

Purpose for Rental: \_\_\_\_\_

Expected start time: \_\_\_\_\_ Expected end time \_\_\_\_\_

Signature: \_\_\_\_\_ Date Hall is to be Rented \_\_\_\_\_

**PLEASE CONTRIBUTE TO HAVING PRIDE IN THE TOWN HALL BY  
LEAVING IT IN EXCELLENT CONDITION**

In case of an emergency please call: 920-838-3413