

Wheaton Town Hall Reservation Application

Name of Contact Person: _____ Contact Phone #: _____

Contact Email Address: _____ Alternate Phone #: _____

Mailing Address: _____

Address City State Zip Code

Town of Wheaton Resident (Please Circle): YES NO

Type of Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

Check Location	Event Location	Resident Fee	Resident Deposit	Non-Resident Fee	Non-Resident Deposit
	Town Hall	\$100.00	\$100.00	\$150.00	\$100.00

Total Fee Owed: _____

Total Deposit Owed: _____

NOTE: Please submit one check for the deposit and a second check for the fee if applicable.

Make All Checks Payable To: Town of Wheaton

Please mail the completed reservation application along with payment (fee and deposit) to:

Ken Books
Town of Wheaton Parks Commission Chair
1121 40th Street
Eau Claire, WI 54703

RULES

1. Town Hall rentals are available 7 days a week except when Town of Wheaton meetings, election preparations, or elections.
2. Town Hall hours are 7:00 AM to 10:00 PM. Later hours available upon request.
3. Town Hall rental key will be distributed the day of the rental. **Please contact Ken Books at (715) 874-6414 to confirm a key pickup time/location.** If your rental key is not returned your deposit will NOT be returned.
4. Pets are allowed providing the pets are on a leash. You are responsible for cleaning up your pet defecations.
5. Renter is responsible for ALL facility clean-up and removal of their garbage from the town hall.
 - Floor swept for garbage and dirt.

- Kitchen counters and appliances wiped clean.
 - Tables and chairs returned to original locations in the town hall.
 - If the renter completes ALL of the clean-up items he or she will receive his or her full deposit back.
 - If the renter neglects to complete ALL of the clean-up items his or her full deposit will NOT be refunded.
6. CANCELLATIONS: Any group that cancels up to 24 hours in advance of the event will receive a full refund.
7. Non-Sufficient Fund Checks will be charged an additional \$50 Fee.

By signing below, I acknowledge and agree to the terms of this rental agreement. I further agree to abide by all rules listed above.

Please check the box acknowledging you have read and understand the renter rules.

Renter's Signature: _____ Date: _____

Town of Wheaton Signature: _____ Date: _____

TOWN OF WHEATON USE ONLY:

Payment Amount Received: _____ Check # _____ Cash From _____

Date Payment Received: _____ Date Reservation Confirmed & Added to Calendar: _____

Update Town Hall Rental Calendar

Contact Renter Confirming Town Hall Reservation