

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 and will abide by all rules listed above. I further agree to indemnify and hold the Township of Wheaton (AKA Town of Wheaton) and its agents harmless from any legal and financial liabilities resulting from personal injuries, property damage, or other types of harm to third parties, including myself.

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