

Town of Black Creek

Black Creek, Wisconsin 54106

Dan Knutzen, *Chairman*
N6214 Wick Road
Black Creek, WI 54106-8464
920-619-3883

Jeri Ohman, *Treasurer*
N5687 Twelve Corners Road
Black Creek, WI 54106-7933
920-850-5310

Daniel Rettler, *1st Supervisor*
W4926 County Road B
Black Creek, WI 54106-7902
920-850-5311

Karen Herman, *Clerk*
N5295 Twelve Corners Road
Black Creek, WI 54106-7928
920-730-9345

Erik Heiden, *Constable*
W5172 Wolf Road
Black Creek, WI 54106-7926
920-360-1004

Tom Neubert, *2nd Supervisor*
W5129 Wolf Road
Black Creek, WI 54106-7927
920-850-5312

“THANK YOU” FOR RENTING THE TOWN HALL

All hall rental agreements must be signed and paid by residents of the Town of Black Creek. This includes residents who are renting the hall for family/friends. Hall security deposit refunds will be written out to the Town of Black Creek resident’s name. (Minutes 9/11/2006)

Enclosed are two (2) sets of rules for renting the Town Hall. Please read them carefully and sign one copy. Return the signed copy when you pick up the key from the caretaker. The other set of rules is your copy to keep.

We are asking everyone to put down a booking deposit of \$25.00 per booking. This is ½ of the \$50.00 rental fee to hold the booking day for you. If for some reason an emergency comes up and you have to cancel, please contact a town board officer listed above to see if a refund will be granted depending on the emergency. The rest of the \$25.00 is to be paid when getting the key.

Because of prior problems, we are also asking for \$50.00 as a security deposit, per day. It will be refunded if the hall is in the same condition as when you first got there.

	Booking Deposit	\$25.00
Balance due when picking up the key:	Remaining balance of rental fee	<u>25.00</u>
	Hall Rental Cost	\$50.00
	Security Deposit	<u>50.00</u>
	Total to be paid	\$100.00

When you are done cleaning up the Town Hall and want to return the key and the Janitor is not home, please lock the door from the outside and then put the key on the kitchen counter before leaving.

Maximum capacity is limited to 120 people.

If you have any other questions or problems, please contact any of the Board members above.

TOWN BOARD
TOWN OF BLACK CREEK

Please sign and print your name, indicate booking date, and today’s date on the line after you have read the above rules and requirements and you accept them
THIS MUST BE SIGNED BY THE “RESIDENT” OF THE TOWN OF
BLACK CREEK BOOKING THE HALL.

Print Name

Sign Name

Today’s Date

Date Renting Hall

12 Tables + 2 Serving Tables + 92 Chairs available

kh 12/08/2008 updated / reviewed 11/9/2009

**TOWN OF BLACK CREEK
Community Center**

RULES FOR RENTING THE COMMUNITY CENTER

1. The Person **MUST BE A RESIDENT** of the Town of Black Creek, and over the age of 21 years.
2. **Maximum capacity limit = 120 People.** NO EXCEPTIONS! When violating this requirement, the resident renting the hall will pay all finer, fees, and damages involved. You will be forfeiting the security deposit refund too.
3. The person renting the building is responsible for any damage to the building or equipment, including the carpeting.
4. The rent for using the building must be paid prior to the date of use. At present, the charge is \$50.00 per day or part of a day. This is subject to change.
5. Exempt from charges will be 4-H Clubs, Fire Department, Senior Citizen Groups or those that do work for the good of the Town.
6. The Place should be left in the same condition as when you took over. This includes the stove and refrigerator. All food must be removed from the refrigerator. **Towels in the kitchen are for town business only.**
7. The Town is not responsible for articles lost or stolen.
8. All garbage should be removed from the premises and new bags be put in the containers. The new bags can be found in the cupboard behind the kitchen door.
9. Dust mop and other supplies for cleaning up after you are finished, can be found in the cupboard behind the kitchen door.
10. No person should be in the offices or board room without an authorized person, these doors will be locked.
11. If the building is left in a condition not satisfactory to the person in charge, the security deposit will be forfeited.
12. The building will be rented on a first come basis. Only one event per day.
13. The Person renting the building is liable for damages or personal injuries resulting from dispensing beer or liquor to persons under the legal age for having such. We will not condone underage person/persons breaking into doings to obtain beer or liquor. Any problems of this sort should be reported to a member of the Town of Black Creek Board or the Sheriff's Department immediately.
14. There will be NO SMOKING at any time in the building.
15. Any commercial use of the building is subject to Town Board approval for use and charge.
16. Keys to the building should be picked up and returned to the person in charge of renting the building.
17. There will be NO dancing.
18. Back door to be used only for loading/unloading and emergencies.
19. There will be NO decorations put up on the ceilings, walls or woodwork anytime. No scotch tape, thumb tacks, etc. is to be used on the walls, ceilings or woodwork.
20. No standing or sitting on tables and NO standing on the chairs at anytime.
21. A phone will be available for emergency use only. If any phone calls are made, the renter is liable for them and also for any incoming calls called that day.
22. Please make sure all the doors are locked when you leave or you will be responsible if anyone gets in and does damage.

Please sign your name on the line after you have read the above rules and you accept them. This has to be signed by the resident of the Town of Black Creek booking the hall.

Hall Rental Date

Signature

Today's Date

Printed Name

Printed Address

Phone #