



# ROOM USE/RENTAL APPLICATION

DATE OF APPLICATION: \_\_\_\_\_ Check one:  Community Room  Board Room

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

- Town of Rome Resident/Property Owner  
 Non-Resident  Rome Civic Group (No charge)  Other Civic Group

ROME PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if different) \_\_\_\_\_

RENTAL DATE(S)/TIME(S): \_\_\_\_\_  
 (include all dates/times needed for set-up/preparation) \_\_\_\_\_

**RATES (check all that apply):**

<b>Town of Rome Resident</b>		<b>Non-Property Owner</b>	
Security Deposit	\$100.00	Security Deposit	\$200.00
Hall - includes kitchen	\$200.00	Hall - includes kitchen	\$600.00
<b>Non-Rome Civic Group</b>		<b>Rome Civic Group</b>	
Security Deposit	\$100.00	Security Deposit	\$100.00
Hall - includes kitchen	\$200.00	Can be paid one time and carried over from event to event.	

**THIS FORM MUST BE COMPLETED BY EACH GROUP USING THE ROOM, HOWEVER, THERE IS NO CHARGE FOR ROME CIVIC GROUPS**

**Payment Terms: Security Deposit and 50% Down to hold the date - Balance due no later than ten (10) days prior to the event.**

DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_  CHECK # \_\_\_\_\_  CASH  OTHER

RECEIVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_  CHECK # \_\_\_\_\_  CASH  OTHER

RECEIVED BY: \_\_\_\_\_

## RENTAL TERMS:

- Property owners may rent the Community Room for use by immediate family members ONLY. Immediate family members are parents, grandparents, children or grandchildren.
- Cancellations must be in writing 30 days before event for the Security Deposit & 50% down to be refunded. After 30 days no refund will be given.
- Any damaged or broken items will be deducted from the Security Deposit.
- Renter shall be responsible for tables being cleaned and any tape removed, chairs put back in racks, decorations removed including tape on walls, trash taken to outside containers and new liners put back in garbage containers, ice removed from freezer, no items left in walk-in cooler or refrigerator. Failure to comply will result in a cleaning charge of \$30/hour withheld from the Security Deposit.
- No:
  - Use of thumbtacks or staples
  - Sitting or standing on tables
  - Beer tapped or band playing after midnight
  - Exit doors blocked at any time
  - People or personal belongings on premises after 1:00 a.m.
  - Underage alcoholic beverage drinking – patrons not complying will be asked to leave the premises
  - Balloons weighted with sand or pebbles
  - Smoke machines may only be used by a band or DJ
- Kitchen: Floor, counters, walk-in cooler, refrigerator and garbage containers must be cleaned before vacating. Towels and food containers are not supplied. Town property may not be used to take home leftover food.
- If alcohol is served, the responsible adult that signs below must be tending the bar and follow all State of WI laws related to alcohol consumption.
- If beer is going to be SOLD, a beer license must be applied for at the same time application is made for the hall. There must be a licensed bartender on the premises at all times. (This is only possible for qualified organizations).
- Personal items cannot be left in the Community Room overnight.
- Decorating of the hall will be done during the hours when the hall is open. A fee of \$20.00 per hour will be charged with a 1 hour minimum if the hall is open beyond those hours.

I have read this contract and agree to abide by the terms set forth therein.

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Renter signature

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Date

If you have any questions or concerns please call Wendy at 715-325-8023.