

**Town of  
FARMINGTON**

*Located in beautiful Jefferson County, WI*



**Town Hall Rental and Tables and Chairs Rental Agreement for Town Residents Only**

**Please check one**

Hall Rental (incl tables & chairs) – Payment of \$45.00 plus \$50.00 security deposit. Total due 95.00.  
 Tables and Chairs Rental – Rental payment of \$25.00 due.  
 Tables or Chairs needed? 6'Tables (have 9)  8'Tables (have 8)  Chairs (approx. 80)

This contract is to be signed and returned with the rental payment of \$45.00 plus a \$50.00 security deposit. Total due \$95.00. Please make check payable to - Town of Farmington and mailed to:

**Town of Farmington**  
C/O Denise Nelson, Treasurer  
N7005 Waldmann Lane  
Watertown, WI 53094

Upon inspection of the hall, your security deposit will be returned to you by mail after the next monthly Town Board meeting if the following rules are followed.

1. Renters shall be the sole party responsible for all damage done to the Town Hall property.
2. Renters shall clean the Town Hall to the condition it was found upon arrival on said rental date. This includes removal of all garbage, cleaning off the counter tops and tables, vacuuming the floors, checking the bathrooms to ensure toilets are in good working order, clean up any trash inside and outside and take ALL trash with you.
3. In winter months, the heat shall be set back to **62 degrees** upon leaving the Hall.
4. In summer months, the air conditioning shall be set back to **70 degrees** upon leaving the Hall.
5. No smoking is permitted in the Town Hall.
6. Alcohol is allowed for the guests of the renter.
7. The resident who rents hall and signs contract is responsible in seeing all rules are followed.
8. The telephone is to be used for emergency purposes or local calls only.
9. Closing time of hall is midnight (12:00 a.m.).

Purpose for renting the Hall \_\_\_\_\_

Date the Hall is to be rented \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Name of Renter \_\_\_\_\_

Renter Address \_\_\_\_\_

City \_\_\_\_\_, WI Zip code \_\_\_\_\_ Renter Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_