

## Grant Town Hall - Rental Guidelines

Please review this list of town hall rental guidelines to ensure all items are completed prior to returning the key. Thank you and enjoy your event!

- ◆ The Grant Town Hall is available for rental to Town of Grant residents only.
- ◆ Reservations cannot be made more than one year in advance.
- ◆ The rental fee is \$35.00 and is payable at the time the reservation is made.
- ◆ Individuals who rent the town hall for a given day/date will have the first opportunity to secure the same day/date the following year by requesting said date and paying the rental fee upon returning the key.
- ◆ Cancellation Policy: One-half the rental fee is refunded if the reservation is cancelled thirty-one (31) days or more before the reserved date. There is no refund of the rental fee if the reservation is cancelled less than thirty (30) days before the reserved date.
- ◆ Renters are responsible for property damage. DO NOT SIT ON TABLES.
- ◆ The contact person for town hall reservations is Sarah Knaup at (715) 851-1414

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- ✓ Remove all personal belongings, decorations, food, etc. upon leaving. Items remaining the next morning will be set outside to facilitate cleaning.
  - ✓ Renters are responsible for removing garbage in all waste baskets, including bathrooms.
  - ✓ The kitchen area should be cleaned and all utensils returned to the proper place. Renters should bring their own towels and washrags for cleaning dishes.
  - ✓ All chairs must be placed back into the chair racks in an orderly fashion. Chairs brought up from the basement should be returned to that location.
  - ✓ Leave **four** tables set up. Store the rest.
  - ✓ Do not apply tape to the painted walls.
  - ✓ Reset the thermostat according to the posted directions.
  - ✓ Close all windows and lock all doors. Return the key.

We hope you enjoyed your event at the Grant Town Hall. If you have any suggestions or comments, please contact Sarah Knaup or a town board member. *Grant Town Board*