



Town of Farmington – Waupaca County
E913 Prairie View Lane
Waupaca, WI 54981
715-258-2779
clerk@farmingtonwaup.gov

Town Hall Rental Rules

1. All Town Hall rentals require the submission of a completed and signed Town Hall Rental Contract by the party renting the Town Hall.
2. Town Hall rental is limited to Town of Farmington residents who are 21 years of age or older and present on Town Hall grounds at all times during events.
3. Fees / Security Deposit:
 - a. \$100 rental fee with \$200 security deposit
 - b. No charge for Town of Farmington Registered Organizations **
 - c. The Town of Farmington will return the security deposit in 14 days after the date of event if Town Hall is left in satisfactory condition.
4. Reservations require a completed and signed Town Hall Rental Contract, rental fee and security deposit given to the Town. Changes to the rental contract (time, tables, chairs) must be made 5 days prior to the event. \$25.00 fee will be forfeited if rental is canceled less than 10 days prior to event.
5. Cleaning after the event is the sole responsibility of the renter. Failure to clean will result in the forfeiture of the security deposit. Please see the complete Town Hall Rental Checklist. Cleaning supplies are found in the utility room next to the men's restroom.
6. Town personnel will open the hall at the requested beginning time and will close the hall at the requested ending time on the Town Hall Rental Contract.
7. Not allowed in Town Hall or on Town Hall ground
 - a. NO SMOKING in the Town Hall
 - b. NO ALCOHOLIC BEVERAGES
 - c. Pyrotechnics, smoke machines, or devise with open flame
 - d. Sitting or standing on table
 - e. Animals (service animals are allowed)
 - f. Commercial Use – rummage / craft / second-hand sales
 - g. Nothing (decoration, posters, etc.) can be attached in any way to walls, woodwork, lighting, doors or windows. For example, no tape, tacks, etc.
 - h. NO open fire (For example, NO Lit candles)
8. The person renting the hall is solely responsible for all damage to the facilities and equipment.
9. The Town may refuse or deny rentals for any reason or cause.
10. The Town of Farmington assumes no liability for injury to persons or damage to property in connection with or arising from persons renting Town Hall or from activities conducted on the Town Hall grounds.

*** Refer to Town Hall Registered Organizations list on file in Farmington Town Hall*



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Town Hall Rental Contract

Organization Name _____

Rental Contact Name _____

Address _____

Phone Number _____ Phone Number during event _____

Email: _____

Date of Event _____

Description of Event

Expected Number of People Attending (maximum capacity 120): _____

Number of tables: _____ Number of Chairs: _____

Beginning at _____ AM / PM Ending at _____ AM / PM

Kitchen Use Yes _____ No _____

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Rental Fee \$100.00 Security Deposit \$200.00

I have read and agree to comply with the Town of Farmington's "Town Hall Rental Rules"

Renter Signature _____ Date _____

Farmington Town Representative _____ Date _____