

# TOWN OF DOVER

4110 South Beaumont Avenue Kansasville, WI 53139

Phone (262) 878-2200 Fax (262) 878-2595

www.townofdoverwi.com

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Chairman	Supervisor #1	Supervisor #2	Roads Dept	Clerk/Treasurer	Municipal Judge
Sam Stratton	Mike Shenkenberg	Jared Guillien	DHD Maintenance Inc.	Camille Gerou	Heather Niski
262 206-4843	262 661-9932	262 994-6975	262 206-1319	878-2200 Ext 10	878-2200

**Amount Due: \$200.00**      **How Paid: Cash or Check #'s** \_\_\_\_\_ **Dated** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_

## DOVER TOWN HALL RENTAL AND USE AGREEMENT

**THE UNDERSIGNED PARTY**, in exchange for the rental and/or use of the Dover Town Hall, does agree to abide by the following terms and conditions:

**Rental Fees:** A Hall rental fee will be charged in the amount of \$100.00 for each day for any private function or activity at the Dover Town Hall. (Dover Non-Profit Groups are exempt to the hall fee)

**Refundable Deposit Fee:** A refundable deposit fee of \$100.00 will be paid at the execution of this Agreement. The deposit will be refunded to the undersigned within a week of the event. A Town of Dover representative will inspect the property to determine if any deductions from this deposit are warranted for actual damages, cleaning, or other expenses incurred by the Town of Dover as a result of the undersigned rental or use of the hall.

**Damages:** The individual who signed the hall rental/use agreement OR reserved the hall for a Dover Non-Profit Group will be personally responsible for any and all damages to the Dover Town Hall as a result of utilizing the hall. (In the event it is necessary that the Town of Dover collect through legal channels, the individual will be responsible for all costs and attorneys' fees relating to the same).

**Alcoholic Beverages:** **NO alcoholic beverages are allowed in the Dover Town Hall.** The only exceptions will be the Kansasville VFW (Veteran's of Foreign Wars), and its auxiliary for their meetings and their Christmas parties.

**Town Property:** No kitchen equipment, furniture, or other Dover Town Hall property is to leave Dover Town Hall at any time without prior written agreement with the Town of Dover. Town Hall blinds shall not be raised. **NO** individuals are allowed in the Road's Department. If any individual is recorded on the Road's camera system, a \$100 fee will automatically be charged. If any equipment/tools are missing, a police investigation will take place. If deemed necessary, charges will be filed for theft. (In the event it is necessary that the Town of Dover collect through legal channels, the individual will be responsible for all costs and attorneys' fees relating to the same).

**Subject to Change:** All rental dates are subject to change if the Dover Town Hall is needed for Town of Dover emergency business.

**COVID:** Renters shall ensure that appropriate face coverings are worn at all times, and social distancing is maintained. The Town of Dover shall not be responsible for any invitee who contracts Covid-19 during use of the Town Hall or premises.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ Printed: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_