

TOWN OF  
ST. JOSEPH

ST. CROIX COUNTY, WISCONSIN

1337 County Road V  
Hudson, WI 54016  
715/549-6235  
FAX 715/549-6249  
clerk@townofstjoseph.com

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**TOWN HALL USE APPLICATION/AGREEMENT**

Today's Date: \_\_\_\_\_

Name of primary individual or group: \_\_\_\_\_

Brief description of the event: \_\_\_\_\_

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Please see the attached General Rules & Regulations and Facility Use Fees. The completed agreement and fees must be returned to the Clerk's office in order to secure the date requested.

*I have read and agree to the General Rules & Regulations and Facility Use Fees.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_

**RENTAL INFORMATION**

Date of Rental: \_\_\_\_\_ Time of Rental: \_\_\_\_\_

If this is a recurring event, please list the dates you are requesting. \_\_\_\_\_

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Approximate # of people attending the event: \_\_\_\_\_

# of Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_

Contact Information

TOWN OF ST. JOSEPH RESIDENTS ONLY

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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Sponsoring Organization (if applicable): \_\_\_\_\_

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**Payment:** The Town Hall Use and Damage Deposit fees must be paid in two separate payments.

Town Hall Use Fee:                      Cash: \_\_\_\_\_ OR                      Check #: \_\_\_\_\_

Town Hall Use Deposit: Cash:                      Cash: \_\_\_\_\_ OR                      Check #: \_\_\_\_\_

The Town Hall Use Deposit will be refunded if the premises are clean, undamaged and returned to the meeting room configuration. If you paid by check the check will be destroyed.

OFFICE USE ONLY

Permit Issued By

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

Date: \_\_\_\_\_

Position: \_\_\_\_\_

*Fee:                      \$100.00 per 4 hours*

*Deposit:                \$100.00*

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## GENERAL RULES & REGULATIONS FOR USE OF THE TOWN HALL FACILITY

The Town of St. Joseph is pleased to make the Town Hall and recreation areas available for use for the residents. In an effort to ensure that there are no conflicts with parties using these facilities, please adhere to the following:

1. The Clerk's office will provide entry information to the applicant.
2. Applicants are required to provide competent and adequate supervision of all activities.
3. The applicant assumes full responsibility for any unlawful acts committed during the Town Hall Use.
4. No intoxicating beverages or liquors are allowed anywhere in or on the premises.
5. Tobacco products are not allowed in the Town Hall.
6. Furniture and equipment owned by the Town shall not be removed from the Town Hall
7. All furniture must be moved back to the original meeting room configuration after your use of the town hall.
8. The facility must be cleaned immediately after your event, but still during your indicated town hall use period.
9. If the facility is used for a longer period than indicated on the application, the applicant must notify the Clerk's office immediately. Failure to notify the Clerk's office will result in an additional Town Hall Use fee of \$100.
10. Billing will be prepared by the Clerk's office for charges or fees pursuant to the Facility Use fees.
11. If the Town's cleaning company is needed to clean up after your reservation, the applicant will be billed for the expenses incurred in addition to forfeiting the Town Hall Use Deposit.
12. Permit holders shall agree to indemnify and hold harmless the Town for all damages by any person or persons attending the event, and indemnify the Town against all liability and all damages to any person or persons. Upon request, the permit holder must present a Certificate of Insurance or other evidence of ability to fulfill such indemnity.
13. Town Activities always take precedent over other uses. The Clerk's office will notify applicants of any conflicts with the proposed Town Hall Use Application/Agreement.
14. The Town Board or its authorized agent may reject an application.
15. All applicable federal, state and local laws, resolutions and ordinances apply.

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## FACILITY USE FEES

**Town Hall Use Fee:** \$100 per 4 hours and \$40 per each additional hour past the initial 4.

**Town Hall Use Deposit:** \$100 required; deposit is forfeited if the premises are not clean and returned to the meeting room configuration

EXEMPT FROM TOWN HALL USE FEE	2 FREE TOWN HALL USES PER CALENDAR YEAR	PRIVATE USES (UNOFFICIAL TOWN OR RELATED BUSINESS)
<ul style="list-style-type: none"> <li>- Any official Town activity or meeting including Town Board, Fire Department, EMS and all Town committees.</li> <li>- Any organization, committee or group that the Town, or an assigned town representative, is an official member(s) of.</li> <li>- Any legal government entity</li> <li>- Any officially recognized educational organization and its affiliates. Examples include: UW-Extension and Houlton Schools</li> </ul>	<ul style="list-style-type: none"> <li>- 501©(3) Nonprofit Organizations located within the Town</li> <li>- Homeowners Associations located within the Town of St. Joseph</li> <li>- Cemetery associations with cemeteries located in the Town of St. Joseph</li> <li>- Any crime watch or neighborhood groups located within the Town of St. Joseph</li> </ul>	<ul style="list-style-type: none"> <li>- Any other types of uses requested by private parties</li> </ul>

*Please note that The Town Hall Use and Damage Deposit fees must be paid in two separate payments.*