

TOWN OF ST. JOSEPH
TOWN HALL USE APPLICATION/CONTRACT

After reviewing the information and the general rules and regulations listed on the back, please sign and return to the Town Clerk. Completed Contract and Estimated Fees must be returned **thirty** days prior to the event in order to secure the date requested. Failure to return contract and fees will void verbal agreement.

SPONSORING ORGANIZATION _____

CONTACT PERSON _____

LOCAL RESIDENT RESPONSIBLE FOR ACTIVITY _____

ADDRESS _____

ADDRESS _____

HOME PHONE _____

HOME PHONE _____

ALTERNATE # _____

ALTERNATE # _____

DATE(S) or DAY(S) OF WEEK _____

TIME: FROM _____ TO _____

This facility will be used for the purpose of: _____

How may Chairs _____ Tables _____ do you need? Others may want to use the remainder.

FEES: The rental fee and damage deposits must be paid with separate checks, one of which will be returned after the rental date if there is no cleaning required, no damages and no long distance phone charges.

Facility Charge \$100.00 Check # _____ Damage Deposit \$100.00 Check # _____

You will be billed for any additional charges, if incurred. The building is to be left in the same or better condition as when you arrived. Please be sure to: sweep and dispose of all garbage; clean sinks and counters; place tables, chairs and dehumidifier, etc. back in their original position; shut off lights; close and lock all doors and windows.

I have read and agree to the general rules and regulations listed on this contract.

Applicant Signature _____ Date _____
(Town Resident)

Mail to: Town of St Joseph 1337 County Road V Hudson, WI 54016 715-549-6235