

## Town of Lebanon - Hall Rental Policy

1. You must be a Town of Lebanon resident and at least 21 years of age to rent the hall. No 3<sup>rd</sup> party rentals.
2. Reservation may be made up to 1 year in advance.
3. Reserve date with Town Treasurer and get list of rules to be signed & return bottom portion with payment prior to hall rental date. Rules are also posted in the hall.
4. A Town staff member will open the hall the day of rental at the time indicated by the resident.
5. Resident is responsible for condition of hall when finished: floor swept, floor mopped (if necessary), spills wiped up, and tables & chairs returned to their previous locations.
6. No live music. DJ's & dancing allowed only within the confines of the building.
7. Hall has a maximum capacity of 96 persons.
8. No rentals to For-Profit businesses will be allowed.
9. Fee for use is \$75 plus a \$50 deposit (2 separate checks please). Deposit will be returned if all rules are followed.
10. \$25 fee will be held if rental is cancelled less than 10 days prior to rental date.
11. No smoking in building.
12. No furniture taken outside.
13. All garbage must be taken with you including bags in containers in kitchen, bathrooms, hall, & none left outside or burned. Do not leave dirty diapers in bathrooms.
14. Building & grounds must be vacated no later than 11pm.
15. You are liable for any damage – broken or damaged articles must be paid for.
16. No sitting on tables.
17. Hooks are provided for hanging decorations from ceiling. These must be used for decorating. Use of tape, thumbtacks, &/or any other hanging devices is strictly prohibited. No decorations can be attached in any way to walls, woodwork, doors or windows.
18. Decorating is to be done the day of the event. An additional \$20 will be charged to groups wanting to decorate the evening before event-day.
19. Town of Lebanon is not liable for injury or accident.
20. Resident renting hall is in charge of responsible drinking if alcoholic beverages are being served.
21. Responsible person of event agrees to hold harmless the Town of Lebanon for loss or damage of personal property or injury arising from use of the hall.
22. Failure to comply with these rules will result in refusal for permission to use the Town Hall again & forfeiture of deposit.
23. Deposits will be returned to the renter within 30 days of the event, provided the hall is restored to its pre-event condition.

For problems, call:

Leslie Prochnow 982-5796  
 Donald Laughlin 810-5577  
 Chelley Lee 250-2947

Lynn Tank 249-0020  
 Jeffrey Handschke 982-3696



### Hall Rental Feedback Is Welcome

How can we better serve you? Please complete this portion with your feedback and leave it at the Hall following your event.

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Return this portion with:

\$75 check payable to 'Town of Lebanon' for hall rental, and  
 \$50 check payable to 'Town of Lebanon' for deposit

Mail to:

Treasurer - Town of Lebanon  
 N5844 Buelow Rd  
 New London WI 54961

Date of Rental:

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Signature – affirming I have read these rules & will abide by them

Resident Home Phone & Cell Phone

Resident Printed Name

Time to open hall

Time to close hall