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# TOWN OF MIDDLETON

## TOWN HALL RESERVATION FORM

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**Applicant:** *person (over 18 years of age) responsible for use of a Town facility and the conduct of all persons attending the event*

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

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

Telephone: home \_\_\_\_\_ business \_\_\_\_\_

**Name of Group/Organization:** \_\_\_\_\_

I, \_\_\_\_\_, agree that I have received a copy of and understand the content of the facility regulations and agree to abide by all rules and regulations.

\$ \_\_\_\_\_ Rental Fee + \$ \_\_\_\_\_ Deposit = \$ \_\_\_\_\_ **Total Amount Due**

Date of Event: \_\_\_\_\_ Hours: from \_\_\_\_\_ to \_\_\_\_\_

Room divided Yes or No \_\_\_\_\_ Number of people attending event: \_\_\_\_\_

Reason for Event: \_\_\_\_\_

Will Alcoholic beverages be served? Yes No

Will Alcoholic beverages be sold? Yes No

Alcoholic Beverage Permit Issued: Yes No Permit #: \_\_\_\_\_

### **Deposit; Applicant's Liability for Cleanup and Damages**

Applicant acknowledges that they shall be responsible for leaving facilities in the same condition they acquired them in. Applicant also accepts responsibility for all applicant's cleanup and damage arising during the use of the Town facilities by Applicant, agents, members, employees, invitees and guests. Applicant understands that if the Town is required to provide any cleanup, maintenance or repairs as a result of the activity or event included in this reservation or permit, Applicant shall be responsible for the costs of such cleanup, maintenance or repairs, including but not limited to the costs of all materials and supplies required plus a labor charge that reflects the then current Town of Middleton labor rate, including fringe benefits plus overhead. Applicant agrees that the deposit for the activity or event included in this reservation or permit shall first be applied to such charges, and in the event the deposit is insufficient to cover such charges, Applicant shall pay the balance of such charges within fifteen (15) days of receipt of an itemization of the charges. In the event Applicant fails to pay the balance of such charges within that period of time, and if the same is collected by an attorney at law, Applicant agrees to pay all costs of collection, including actual, reasonable attorneys fees. In the event the charges do not exceed the amount of the deposit, any unused portion thereof shall be returned to Applicant when all cleanup, repairs and maintenance have been completed. **No one other than Town Staff is allowed to operate the room divider and use of the divider by renters will result in a \$25 penalty that will be taken from your deposit.**

I have read the foregoing and agree to its terms.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_