

**TOWN OF LIMA**  
**HALL LEASE AGREEMENT**

It is mutually agreed this date by and between the TOWN OF LIMA, a municipal corporation, Lessor, and the undersigned Lessee, that:

1. The Town of Lima, Lessor, does hereby lease to the undersigned Lessee, the Town Hall of the Town of Lima for the period of \_\_\_\_\_ day(s) from \_\_\_\_\_ o'clock \_\_.M. to \_\_\_\_\_ o'clock \_\_.M. The undersigned shall pay therefore the sum of \_\_\_\_\_ dollars for the rental for said period plus a security deposit in the amount of fifty dollars. If serving alcohol, a security deposit in the amount of five hundred dollars is required. Said sums to be paid upon the signing of this lease.
2. The security deposit shall be used to pay for any damage to the premises because of the use by the Lessee, his agents, assigns or frequenters while in possession and that if said sum is not adequate to cover said damage, misuse or unreasonably dirty conditions, that the Lessee shall be personally responsible to pay additional costs for said purposes.
3. The Lessee shall have the following responsibilities:
  - a. To clean the premises at the time of termination of the period covered under this lease.
  - b. To remove all garbage from the premises immediately after the event.
  - c. To repair immediately or cause to be repaired, at the lessee's expense, any damages suffered to the premises by said use.
  - d. To hold the township harmless against any liability for damages to any individual suffered on the premises by said use.
4. The Lessee shall not drive nails, tacks, etc., into the walls, ceilings, or floors; and shall not apply tape to the ceiling tiles or grids; or alter in any way the premises unless permission is received from the custodian or member of the Town Board.

5. There shall be no smoking within the Town Hall building by the Lessee or any person frequenting the hall during the term of the lease.
  
6. The Lessee shall obey all of the ordinances of the Town of Lima and laws of the State of Wisconsin.
  
7. The Town of Lima reserves the right to have the Town Constable enter the premises to check for violations of this lease, the Town Ordinances, or laws of the State of Wisconsin.

I hereby acknowledge that I have read and agree to all the provisions as outlined in this rental agreement and by completing the application form for the rental of the Town of Lima Hall located at N3689 County Road I, Sheboygan Falls, WI 53085.

\_\_\_\_\_ Lessee

Signature

\_\_\_\_\_ Lessee

Printed Name

\_\_\_\_\_ Lessee

Address

\_\_\_\_\_ Lessee

Phone number/e-mail address

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\*\* Application for Rental must be signed by the same person signing above.

APPLICATION FOR RENTAL OF THE TOWN OF LIMA HALL

Date of Event for Hall use \_\_\_\_\_

Date and time needed for set up \_\_\_\_\_

Name of Group or Individual \_\_\_\_\_

Type of Event to be held \_\_\_\_\_

Number of people expected to attend \_\_\_\_\_ Will wine or beer be served? \_\_\_\_\_

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

Address \_\_\_\_\_

Phone number/E-mail address \_\_\_\_\_

**Fees/Charges:** Lima Residents: \$60.00 per day

‘Extra Usage Fee’: \$30.00 (for decorating/prep. day prior of event)

**Deposit (by separate check):** \$50.00 or \$500.00 (if alcohol is being served)

**Make checks payable & remit to:** Town of Lima, P.O. Box 225, Waldo, WI 53093-0225

**FOR OFFICE USE ONLY**

Date submitted to Clerk: \_\_\_\_\_

Conditions of Building premises after event:

Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

If unsatisfactory, specify reasons:

\_\_\_\_\_

Building premises inspected on: \_\_\_\_\_ by: \_\_\_\_\_

Date of deposit return \_\_\_\_\_ Amount of return: \_\_\_\_\_

Amount of deposit withheld for reasons stated above: \_\_\_\_\_

Signature of Town Clerk \_\_\_\_\_ Date \_\_\_\_\_