

TOWN OF SPRINGDALE | DANE COUNTY
TOWN HALL RENTAL APPLICATION

The Springdale Town Hall may be rented by Town residents for gatherings, charitable clubs, meetings and other private events. Applicant must be of voting age and must agree to all terms outlined in this agreement. Applicants are encouraged to inquire after their desired dates well in advance to ensure the hall will be available for public use. Completed applications and payment can be mailed to Town Hall at 2379 Town Hall Rd., Mt. Horeb 53572, or emailed to info@springdalewi.gov.

EVENT INFORMATION (Please print)

Desired date(s): _____ Event type: _____

Start time: _____ End time: _____

APPLICANT/RESPONSIBLE PARTY INFORMATION (Please print)

Name: _____ Phone: (_____) _____ cell / landline (circle one)

Springdale address: _____

Email: _____ Voting age as of event date: Y /N (circle one)

CONDITIONS

By signing this application, you agree that:

- Application and \$35 fee must be received by the clerk at least 2 weeks in advance of the event.
• Applicant must be able to pick up key during regular Tuesday office hours. See website for clerk hours.
• Prior to the event, applicant must ensure that any electronic meeting equipment (cords, cameras, tripods, microphones, projector, etc.) present in the hall is carefully stored out of reach and away from any fluids.
• NO WEAPONS, PETS OR SMOKING ALLOWED.
• Any decorations used must be cleanly removable and may not leave behind residues, odors, or particles (no glitter or confetti). Do not nail, tack, staple, screw, or otherwise semi-permanently affix fasteners to walls, ceilings, floors, or woodwork. Do not hang objects from the ceilings. No candles, please.
• Applicant assumes responsibility for any damage to town hall (spills, breakage, other accidents/damage) as well as for costs associated with a lost/stolen key.
• Town hall filing cabinets and materials within may not be opened, tampered with, or otherwise accessed by any individual. For records access, please contact the clerk.
• After the event, applicant must:
o Ensure the hall is returned to its pre-event state. Hall must be clean and free of spills, food, decorations, and other debris. All trash must be sanitarly contained within upright, tied trash bags. Any electronic Town meeting equipment moved to accommodate the event must be carefully replaced to a clean table. Please do not attempt to reassemble any components.
o Deposit the key in the locked drop box near the door at the close of the event. Do not leave with the key.

I have read and understand these conditions and agree to responsibly steward taxpayer property.

Signed: _____ Date: _____

OFFICE USE BELOW THIS LINE

Fee Received Date: _____ From: _____

Check# _____