



townofspringdale@mhtc.net
(608) 437-6230

Private Event Rental Agreement

To be completed by applicant. Applicant must be resident of the Town of Springdale. Please print.

Reservation Date(s): _____ Event: _____
(graduation, wedding, family union, etc.)

Event Start Time: _____ Event End Time: _____
Local sheriff's office is notified of planned rental events.

Responsible Party

(Must be eligible to vote in the Town of Springdale):

Full Name: _____ Address: _____

Phone: (_____) _____ Email: _____

Conditions:

- Fee: \$35 to be paid *at least two weeks* in advance of the event date.
- Key may be picked up from Clerk on _____.
- To return town hall key, place in an envelope and drop in the locked drop box when you leave.
- Signing renter assumes responsibility for all costs incurred for any damage to Town Hall, failure to clean and restore the premises to its pre-event condition, and for any lost or stolen keys including lock changes and key replacement.
- No weapons or smoking are allowed on town property.
- Do not nail, tack, staple, screw, or use other type fasteners on walls, ceilings, floors, or woodwork. Nothing can be hung from the ceilings.
- No glitter or confetti.

I have read and understand the Town of Springdale Rental Agreement and will be a good steward of taxpayer property.

OFFICE USE BELOW THIS LINE

Fee Received Date: _____ from: _____

Check# _____