

Town Hall Rental

1. Permit and key to be obtained from Town Clerk. Permit fee is \$40.00 (deposit) with a refund of \$25.00 after inspection of premises. Refund check will be issued at the next regular town board meeting.
2. Alcoholic beverages permitted in hall only with permission of board member or town clerk.
3. Renting of town hall to Town of Friendship residences or businesses only.
4. Non-profit organizations in the Town of Friendship may use town hall free of charge. However any damage caused by the organization will be charged to that organizations
5. Building and grounds to be vacated by 11:00 p.m.
6. Permit holder **MUST BE PRESENT** at all times.
7. Extra tables and chairs that the organization put up must be taken down and put away.
8. Maximum of 100 people inside of town hall.
9. Following is a check list to be completed before locking up:
 1. Main room, kitchen and bathrooms shall be clean.
 2. Thermostat will be reset to 65° in winter and 75° in summer.
 3. Close and secure all doors and windows.
 4. Turn off lights.
 5. Be sure all faucets are turned off.
 6. If dehumidifier is in use, plug back in.
 7. RETURN KEY as prearranged.

RENTER – All requirements have been met.

TOWN BOARD –

Permit Issued to: _____

Phone: _____

Date: _____

NOTE – This form is to be signed and dated by renter and returned with key.