

Village of Almena
Village Hall Rental Agreement
131 Soo Avenue East
PO Box 277
Almena, WI 54805
715-357-6600

Office Use Only:
Amount Paid: \$ _____ Date Paid: _____
Check or Cash (circle one)
Check #: _____
Key # Given: _____ Key Returned: _____
Cleaning/Damage Charges: _____
Key Fee (if not returned) _____

User Name/Responsible Party: _____

User Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number (Home): _____ (Cell): _____

Date of Event: _____ Type of Event: _____

Requested access times: _____ (am / pm) to _____ (am / pm) Total Hours: _____

Approx. number of attendees: _____ Email address: _____

***** CONDITIONS OF USE FOR THE VILLAGE OF ALMENA VILLAGE HALL*****

1. The user/responsible party listed above agree to abide by and enforce all specified guidelines and regulations as outlined in the Hall Rental Agreement.
2. Damages to premises, equipment or properties caused by the user/responsible party or their guests, whether intentionally or through negligence or accident will be paid for by the user/responsible party.
3. Full payment of the rental is due prior to event.
4. Cancellation of the event must be received in writing by the user/responsible party. Any notification of cancellation seven (7) days or more prior to the scheduled event will be reimbursed. Any cancellation less than seven (7) days prior to event will forfeit any monies paid.
5. All payments made by check or money order payable to: Village of Almena.
6. User/responsible party(ies) agree(s) to comply with all local laws and ordinances.

Release of Liability

Our group or organization hereby agrees to indemnify and save harmless the Village of Almena, a Wisconsin Municipality, from and against any and all loss, damage, claim, demand, liability, or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with our organization, and hereby agrees to reimburse the Village of Almena for any and all costs to repair any and all damage that may be caused directly or indirectly to the facilities during the time period of occupancy and/or use of said premises. I have read, understand and agree to the terms and conditions of rental of the Village of Almena Village Hall.

Signature of User/Responsible Party

Date

Printed Name of User/Responsible Party

Contact if group or different than above