

**TOWN OF MUKWA**  
**TOWN HALL RESERVATION FORM**

Name of User/Group: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Name of Responsible Person: \_\_\_\_\_

Fee and/or Deposit: \$35.00 Deposit: \_\_\_\_\_

Maximum number of people: **50**.

Reservations run from 8:00 a.m. until 9:00 p.m.

Rental fee includes: Use of **west room**, lawn area and immediately adjacent to the Town Hall.

Fee also covers use of electrical outlets, kitchen & bathrooms. No reservation will be made/granted until proper forms are filled out & all fees are paid. Groups intending to use unusual equipment or who plan to hold unique events, must list them below under "Special Remarks." With this, groups may be required to pay a refundable damage deposit as a means of protection of Town property.

The following policies apply to all groups receiving permission to use the Mukwa Town Hall.

Please read & understand all statements before signing this form.

1. Event must be scheduled through the Clerk's office at 982-9890. Form must be completed, signed by responsible person and returned to: **E8514 Weyauwega Rd, New London, WI, 54961**

2. Cancellations: Notice given minimum ten (10) days advance - full refund. Notice given four (4) to nine (9) day advance - half refund. Three (3) days or less - no refund.

3. Regulations:

A. There will be **NO SMOKING** inside the Town Hall.

B. For the duration of the event, the responsible person will be held responsible for preservation of order & noise control.

C. Responsible person of User/Group agrees to hold harmless the Town of Mukwa for loss or damage of personal property or injury arising from use of the Hall.

D. It shall be the responsibility of the "Responsible Person" to maintain the Hall throughout the event & to restore all areas to pre-reservation conditions. The "Responsible Person" will be held responsible for any damage done to Town property & is also responsible for complying with recycling guidelines (see back).

E. No items or services shall be sold, solicited or exhibited without permission.

F. **No ALCOHOLIC BEVERAGES are to be served on the premises.**

G. Town Board reserves the right to revoke permission to use the facility at any time.

H. **No Burning of Candles or Confetti Allowed.**

I. No Decorations Taped/Pinned to Ceiling Tiles.

J. Please lock the front door when you leave (directions by front door).

In case of emergency immediately before or during your reservation, or you are unable to be there at the specified time: Please contact Building Custodian Evelyn Stern at 982-5690.

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The User/Group agrees to hold harmless the Town of Mukwa for loss or damage of personal property or injury arising from use of Town facilities.

Fee Charged: \$35.00 Deposit: \_\_\_\_\_

Name of User/Group: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Name of Responsible Person: \_\_\_\_\_ Time Hall to be Open: \_\_\_\_\_

Address \_\_\_\_\_

Phone for Questions: \_\_\_\_\_ Anticipated Number of People Attending: \_\_\_\_\_

I understand the above statements and policies and agree to the terms.

Signature of Responsible Person: \_\_\_\_\_

"Special Remarks": \_\_\_\_\_

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**Please keep top half for your records/information & return bottom half**