



<b>TOWN HALL COMMUNITY ROOM &amp; OUTDOOR TERRACE RENTAL FEES</b>	<b>Mon – Thurs.</b> <i>(8am-10pm)</i> <b>Friday</b> <i>(8am-430pm)</i>  (*Five Hour Time Limit)	<b>Friday</b> <i>(430pm-Midnight)</i> <b>Saturday</b> <i>(8am-Midnight)</i> <b>Sunday</b> <i>(8am-10pm)</i>  (*Five Hour Time Limit)
<b>Town of Verona, Neighborhood Group &amp; Assoc., Non-Profit Groups &amp; Town of Verona Seniors</b>	No Charge	\$150.00
<b>Town Resident Age 21 or Older</b> (Must have a current address within the Town of Verona.)	\$200.00	\$150.00
<b>Groups of 75 or more people</b>	\$400.00	\$450.00
<b>Non-Resident Age 21 or Older</b> All addresses within the City of Verona.	\$300.00	\$250.00
<b>Groups of 75 or more people</b>	\$500.00	\$550.00
<b>Additional Hours</b>	\$50.00 per additional hour over five hour time limit.	\$50.00 per additional hour over five hour time limit.
<b>Use of Conference Room for Gathering Room, Bride’s Room, Coat Room or additional Catering-In</b> - in addition to rental. This room may also be reserved for catering in connection with receptions or events for large groups.	\$50.00	\$50.00
<b>Use of Outdoor Space For A Tent</b>	\$200.00	\$200.00
<b>Additional staff time needed beyond booking and check out</b>	\$50.00/hour	\$50.00/hour

## **RENTAL POLICY FOR THE TOWN HALL COMMUNITY ROOM AND OUTDOOR TERRACE**

### **GENERAL POLICY**

The Town Hall Community Room located at 7769 County Highway PD is designed to provide facilities for governmental meetings, civic meetings and social events for the Town of Verona, its residents, businesses and non-profit organizations for the permitted uses outlined further in this policy. The approved Town Hall Community Room priority users are as follows:

- Town of Verona Government and Town Staff uses.
- Town of Verona Neighborhood Group and Association uses during the week when space is available.
- Town of Verona Non-profit group uses during the week when space is available.
- Town of Verona Senior uses during the week when space is available.
- Public and Private uses, including weekend uses.

**PERMITTED USES** The following uses for the Town Hall Community Room and Outdoor Terrace are permitted when these facilities are not otherwise used for governmental purposes by the Town of Verona and its staff:

1. Debates between candidates for elected public office.
2. Meetings between elected government officials and constituents for informational purposes. This use does not include election campaigning.



3. Meetings of Town of Verona Neighborhood Groups and Associations for regular business meetings and fundraising events.
4. Meetings of Town of Verona non-profit corporations for regular business meetings and fundraising events.
5. The following private uses and events:
  - a. Anniversary
  - b. Birthday
  - c. Breakfast, Luncheon or Dinner
  - d. Bridal and Baby Shower
  - e. Celebration of Life or Memorial Service
  - f. Family Reunion
  - g. Fundraising for Specific Charities and Charitable causes.
  - h. Graduation
  - i. Holiday
  - j. Rehearsal Dinner
  - k. Retirement
  - l. Retreats
  - m. Senior Citizen Social Events
  - n. Small Wedding Venue  
(Indoor Seating – Max 120 Chairs/ Room Capacity = 228.)  
(Additional seating on the outdoor patio terrace with awesome rural view and amazing sunsets.)  
(Grass tent area available - 80 ft. long X 40 ft. wide.) Tent purchase additional.
6. Meetings for Verona Clubs and residents for books, games, crafts and hobbies.
7. Meetings for Verona Businesses for business meetings. This use does not include public commercial purposes, including, but not limited to, product demonstrations and promotions, time share sales, and investment seminars.

#### **REVIEW AND AMENDMENT PROCEDURES**

It is recognized that as conditions change, these "Policies and Procedures for Town Hall Community Room" use will need to be reviewed and possibly amended to reflect those changes or to address omissions which have become apparent. At such time, the Town Board shall review any proposed amendment and make the final determination regarding amendments to this document.

### **RENTAL AGREEMENT PLEASE READ RENTAL POLICIES AND PROCEDURES**

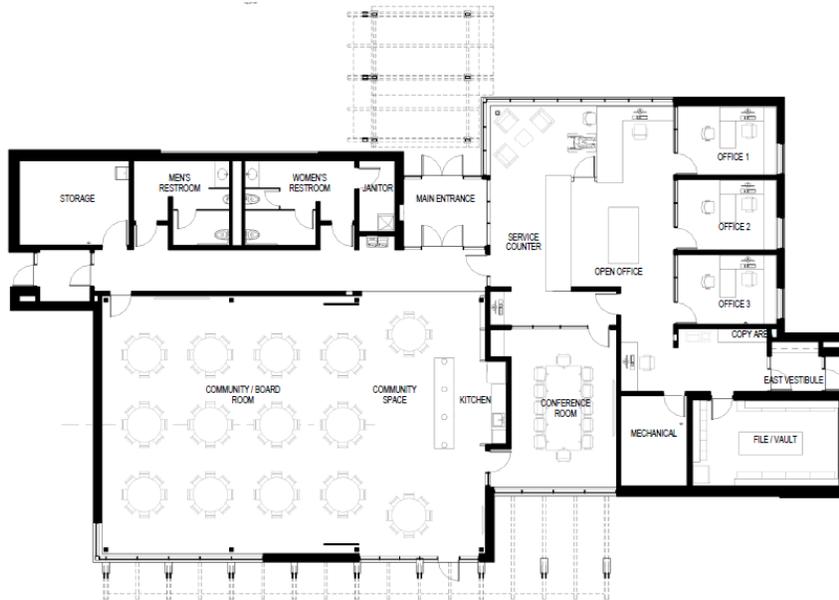
- a. **One check or cash** for the **rental fee** and a **separate check or cash** in the amount of **\$500.00** for the **security deposit**. The rental fee and security deposit need to be made payable to the Town of Verona and either mailed or delivered to: **Town of Verona - 7669 CTH PD Verona, WI 53593**. Fees covered under this policy are subject to change. Those fees quoted to prospective uses at the time of reservation will be honored.
- b. We also require that the person(s) signing the agreement do a walk thru the space with Town staff at least one week prior to the event so that all rules and requirements are understood. **Please contact Tammy Dresser directly at 608-807-4467 for an appointment.**



- c. Proper notification is required for any group using the Town Hall Community Room. **You may hold your date for 3 working days by calling Tammy Dresser at 608-807-4467 or email [tdresser@town.verona.wi.us](mailto:tdresser@town.verona.wi.us).** After 3 business days, the reservation date will be canceled unless the contract has been signed and the appropriate rental fee paid. **Reservations must be paid in full one week (or sooner) before rental date. No exceptions.**
- d. All DECORATIONS must be put up and taken down without damaging walls, woodwork ceiling or blinds. **Nails, tacks, staples and screws are prohibited.** Upon inspection, if walls are damaged, charges for damages will be taken from the security deposit. **If damages are more than the amount of the security deposit – you will be billed for the balance.**
- e. No smoking allowed in the building. Smoking area is out in the back of the building. Please use the sand filled container for butts. You are responsible for cleaning the container.
- f. No pets or animals, except helper dogs are allowed in or around the Town Hall Community Room.
- g. Renters are allowed to SERVE alcohol to their guests as long as these guidelines below are followed.
- Small activity rental must be private, invitation only event – closed to the public.
  - The beverages are provided free of charge to the guests.
  - The renter accepts complete responsibility for the service of alcohol as well as any issues that might arise from it.
  - A Temporary Class “B” / “ Class B” retailer’s license must be obtained from the Town of Verona for an eligible entity (*license may not be issued to individuals*), that **SELL** fermented malt beverages or wine at gatherings.
  - For larger events –Ex. – Weddings, renter must provide (*Special Event\_Coverage Insurance*) – of at least \$500,000 or a copy of your homeowner’s umbrella policy in a form acceptable to the Town of Verona prior to the event. The bar vendor or caterer must obtain an operator’s license from the Town, and must be fully insured and provide trained and licensed operators to serve your guests.
- h. You must furnish all food, dishes, silverware, serving utensils, dish cloths and table cloths. Trash and Recycle - (2) 13-gallon Tall Kitchen liners and (2) 55-60-gallon CLEAR liners for the silver duct containers.
- i. Clean-up is the renter’s responsibility. The kitchen galley, appliances, counter tops, tables and chairs may be used as needed, but will need to be wiped down and returned to the original placement.
- j. The Community room and vestibule will have to be vacuumed as necessary. Users leaving the Town Hall Community Room and Outdoor Terrace in a manner that requires more than customary cleaning will be billed professional cleaning fees to cover added costs. **Failure to pay will result in loss of use privileges.**
- k. Trash and Recyclables - Kitchen Galley pull out trash/ recycle containers and silver duct containers need to be emptied and placed into the appropriate Trash (Tan) and Recycle (Green) carts located in the west vestibule. Extra trash or recyclables – (overages) are to be placed in garbage bag and set on top of trash or recycle cart. (*Please **USE ONLY CLEAR plastic bags** for recyclables.*)



- l. Any damages to A/V equipment, property and/or facility will be charged to the renter.
- m. Town staff in consultation with the Town Board reserves the right to refuse service to any group or individual.
- n. The Town Hall Community Room closes for rentals at 10:00pm, Mon through thru 12:00 a.m. (midnight), Friday and Saturday and 10:00p.m., Sundays. All events must end at these stated times and the building must be vacated within 60 minutes of ending times.
- o. Please see that no one climbs the furnishings, plays in the ditch, around the sign, pond, throws stones anywhere or hangs on the coat rack. **Please supervise all children.**
- p. No tent stakes may be pounded into the blacktop.
- q. Reservation along with rental fee accepted up to one year in advance.
- r. Cancellations must be given at least 14 days in advance of your event. A \$50.00 cancellation fee will be assessed for late cancellations.
- s. Upon inspection without incident, the security deposit check will be returned within two (2) weeks following the event. Expenses greater than the deposit amount will be billed to the person who signed the rental agreement. If deductions are made and do not exceed the deposit; a reimbursement check will be issued within two weeks.



**Maximum Indoor Seating for 120 Guests.** (Add'l outdoor seating available on the patio terrace – not shown.)  
The Community Room measures 56' X 37'.  
The Conference or Gathering Room measures 23' X 17.5'.



**(Parking up to 82 vehicles only.)** (No parking off of County Highway PD.)

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Event Type: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Date for Set Up: \_\_\_\_\_ Time From: \_\_\_\_\_ To: \_\_\_\_\_

**(Parking up to 82 vehicles only.)** (No parking off of County Highway PD.)

**The Town Hall Community Room** can seat up to 120 guests with a room capacity of 228. (Additional outdoor seating available on the patio terrace. Currently, have to provide your own chairs and tables for additional outdoor seating.) The room is equipped with both a roll down projection screen and a sound system which can provide sound to the room via a smart phone. We also have a kitchen island galley with microwave if a renter decides to bring food from home, prepare food here or use a caterer for an event if you wish.

Types of Tables and Chairs Available for Use:

- 12 Event Round 72” Tables (seats 8 per table) = Seating for 96. (Event Armless Chairs.)
- 4 Square 42” Café Tables (seats 4 per table) = Seating for 16. (Café Armchairs)
- Extra Chairs for Seating = Seating for 8 (Office Armchairs)
- 4 Rectangular (Serving) 30”x 60” Tables = Serving – Food, Beverage, cake or info tables.

# of Event Round Tables and/or Chairs Needed for Rental: Tables \_\_\_\_\_ Chairs \_\_\_\_\_

# of Rectangular (Serving) Tables Needed for Rental: Tables \_\_\_\_\_

*(Note: The (4) square café tables with 16 chairs will remain in the room, unless there is a request to not use them.) Because the tables are set on a chrome pedestal base, will slide easy for rearranging but is a bit heavy to move to another room. All the event tables are portable – on wheels that can be locked in place.*

<u>Tabletop Message or Photo Display Holders</u>	Yes	or	No	Qty _____ X 1.00 each = \$ _____
<u>Waring 30/55/110-cup Coffee Urn</u>	Yes	or	No	(Coffee not provided.)
<u>Water or Drink Beverage Dispenser</u>	Yes	or	No	8.75 quarts (287 ounces)
<u>A/V &amp; Projection Screen Needed</u>	Yes	or	No	<u>Dongle Needed for Laptop:</u> Yes or No
<u>Microphones Needed</u>	Yes	or	No	How Many: 1 or 2



Event Magnetic Chalkboard Yes or No Included is the use of an event chalkboard and easel for any displays. Applicant must purchase own water-based non-toxic liquid wet-erase pens - Versa Chalk Markers. (A set of 8 markers is available for purchase on Amazon at 14.99/set.)

Will there be alcohol served? Yes or No (If yes, copy of driver’s license required.)

**Special Event Coverage Insurance** (*liability and liquor*) – Whenever there is an event that serves alcohol, it is **strongly recommended** that whoever is having the event acquire their own “Special Events” coverage. Events that serve alcohol have the **potential as high risk**. (*Based on the number of attendees.*) **Please provide copy of the Special Events coverage Certificate of Insurance if you decide to purchase.**

**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT  
PLEASE READ ALL OF THE FOLLOWING TERMS CAREFULLY BEFORE SIGNING**

In consideration of the Town of Verona renting its facilities to me, I agree to the following:

**I. Definitions.** For purposes of this agreement:

- A. The term “attendee” means any person invited to or attending the meeting or event for which the Town of Verona facilities were rented, irrespective of any rental charge.
- B. The term “Town of Verona facilities” includes any area rented to or which is made available for use to the renter and attendees, including parking areas, common areas and restrooms.
- C. The term “claims” includes any claims, losses, damages and costs, including reasonable attorney fees incurred by the Town of Verona, due to personal injury, illness or wrongful death, or property loss.

**II. Indemnification and Hold Harmless Obligations.** I agree, at my sole expense, to indemnify, defend, save and hold harmless the Town of Verona, including its officers, agents, employees and staff, from any and all claims arising out of my use of, and any attendee’s use of, Town of Verona facilities, caused in any part by my own negligent or intentional acts, or caused in any part by any attendee’s negligent or intentional acts. I further agree that the Town of Verona, including its officers, agents, employees and staff, shall have no liability or responsibility for any claims caused by such negligent or intentional acts.

**III. Acknowledgment.** I acknowledge that I am legally competent to sign this Hold Harmless and Indemnification Agreement. I understand that the terms of this Agreement and that the terms constitute a contract. I further acknowledge that by signing below I am individually obligated to fulfill the terms of this Agreement, in addition to any business or other entity that may also be so obligated.

\_\_\_\_\_  
*Signature of Renter (sign individually)*

\_\_\_\_\_  
*Date (Month/Day/Year)*

\_\_\_\_\_  
*Print name of person signing above*



## **Renter Clean-Up Checklist for Town Hall Community Room Rental**

Name of Event: \_\_\_\_\_ Date: \_\_\_\_\_

Time Period: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

- Review policy and procedures with renter(s), sign contract, complete walk thru – one week prior to rental.
- The Town of Verona supports **NO plastic straws, plastic plates, plastic lids** that are not attached to a container, **styrofoam, packing peanuts** and other **foam plastics, broken glassware** and **NO plastic bottles**. Place **loose plastic bags** into a clear or transparent bag and tie shut. A full bag should be the size of a basketball.
- Pizza boxes with grease/food on them go in the trash. It is worth if for us to let the Verona Community know that we are just trying to do our part and litter as least as possible.
- Review procedure for unlocking and locking terrace door bar with L wrench. Terrace door will have to be locked prior to leaving the building by unlocking the bar with the L wrench. Return L wrench to kitchen island right top drawer.
- No Alcohol use by underage persons (under 21 years old.) Parents/Guardian may *NOT* serve their underage children alcoholic beverages. It is the responsibility of the renter to ask for proof of age if you feel someone is in violation.
- Dane County Sheriff Deputies have constant access to the Town Hall and could stop in on events.
- (4) Town Board Meeting Tables, 30 meeting room citizen chairs and (4) Café Tables with (16) arm chairs restored to their original placement.** Fold event tables and line up along projector screen wall. *(Place max (12) chairs in each dolly and line up behind tables.)*
- Clean out refrigerator, freezer and take your food home.
- Cleaning – wipe everything down. Wipe off any crumbs left behind under café tables on top of the chrome pedestals. Remove chalk residue from Message Chalkboard with Versa Chalk Chalkboard cleaner – kitchen island right top drawer. *(Only applicable if used.)*
- Vacuum Town Community Space, hall, bathrooms and vestibule as necessary. *(Vacuum and broom are located in the janitor room inside the women's restroom.)*
- Walk around perimeter of building, terrace lawn and parking lots and dispose of any litter properly.
- Sweep outdoor terrace *(when applicable or if needed)*.
- Remove cigarette butts from sand bucket located to your left outside terrace door.
- Kitchen Galley pull out Trash/ Recycle containers and silver duct cans need to be emptied and placed into the appropriate Trash (Tan) and Recycle (Green) carts located in the west vestibule. It works best to wheel both carts into the room for collecting. Return carts to vestibule. Extra trash or recyclables – (overages) are to be placed in trash can liner bag and set on top of trash or recycle cart. *Please **USE ONLY clear plastic bags** for recyclables.)*
- Remote for A/V projector, (1) Barco dongle *(if used)* return to kitchen island right middle drawer.
- Microphone(s) remain in stands in room and iPad *(if used)* return kitchen island right middle drawer.
- Remote for TV *(if used)* returned to kitchen island right top drawer.
- Return Tabletop Message or Photo Display Holders *(if used)* to kitchen island right second drawer.



- Bring in **SELF PARKING sign** (*if used*) and place in janitor's room, inside the women's restroom.

Upon inspection without incident OR if deductions are made and do not exceed the security deposit, the security deposit check will be returned or reimbursement check will be issued within two (2) weeks.

Comments: \_\_\_\_\_

\_\_\_\_\_

**Rules and guidelines have been established to assure the continued enjoyment of this facility and your compliance with these policies is greatly appreciated. Thank you!**