



<b>TOWN HALL COMMUNITY ROOM &amp; OUTDOOR TERRACE RENTAL FEES</b> (Effective 1/1/2022)	<b>Monday - Thursday</b> (8am-10pm) <b>Friday</b> (8am-4pm)	<b>Friday</b> (4pm-Midnight) <b>Saturday</b> (8am-Midnight) <b>Sunday</b> (8am-10pm)
<b>MAXIMUM ROOM CAPACITY 120</b>	<b>Base rate is 5-hour minimum rental (including setup and clean-up time).</b>	
Civic and Non-Profit Groups	No Charge	Base rate \$150 / \$30 per additional hour
Small group rental (up to 60 people) by <b>Town of Verona</b> resident age 21+	Base rate \$200 / \$40 per additional hour	Base rate \$250 / \$50 per additional hour
Large group rental (61-120 people) by <b>Town of Verona</b> resident age 21+	Base rate \$400 / \$80 per additional hour	Base rate \$450 / \$90 per additional hour
Small group rental (up to 60 people) by <b>City of Verona</b> resident age 21+	Base rate \$250 / \$50 per additional hour	Base rate \$300 / \$60 per additional hour
Large group rental (61-120 people) by <b>City of Verona</b> resident age 21+	Base rate \$500 / \$100 per additional hour	Base rate \$550 / \$110 per additional hour
Security Deposit (Upon inspection without incident, amount will be returned/reimbursed within 2 weeks.)	\$500	
Mandatory Cleaning Fee	\$65	
Use of outdoor space for a Tent	\$200	
Additional staff time needed beyond booking and check out	\$50 per hour	

**Please note: All renters of the Town Hall Community Room must be a Town of Verona or City of Verona resident, and it is expected that said Renter will be the host of the event. Proof of residence is required. Sponsoring events hosted by non-residents will not be permitted.**

## **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 uses 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



## **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. Retreat
  - m. Senior Citizen Social Event
  - n. Small Wedding Venue
    - Indoor Seating – Maximum capacity 120
    - Additional seating on the outdoor patio terrace (renter provides chairs, etc. for outdoor terrace).
    - Grass tent area available - 80 ft. long X 40 ft. wide. Tent must be provided by renter.
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 POLICIES AND PROCEDURES

1. One check or cash for the rental fee and another separate check (or cash) in the amount of \$500.00 for the security deposit are required. The rental fee and security deposit should be made payable to the Town of Verona and delivered or mailed to: Town of Verona - 7669 County Highway 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.
2. Proper notification is required for any group using the Community Room. Once availability is verified, we will hold your date for 3 business days. After 3 business days, the reservation will be released unless the contract has been signed and the appropriate rental fee paid. All reservations must be paid in full one week (or sooner) prior to the rental date – no exceptions.
3. The person(s) signing the agreement must participate in a walk-through with Town staff at least one week prior to the event so that all rules and requirements are understood. Please contact Town Hall at 608-845-7187 to schedule an appointment.
4. Parking is available for up to 82 vehicles only. No parking is allowed on County Highway PD. Guests may park along the driveway leading to the parking lot and along the road that winds around the shop building adjacent to Town Hall.
5. Room rental does not include use of Town A/V equipment.
6. All decorations must be put up and taken down without damage to walls, woodwork, ceiling, or blinds. Nails, tacks, staples, and screws are prohibited.
7. No smoking is allowed in the building. The smoking area is in the back of the building. Please use the sand filled container for butts. You are responsible for cleaning out the container.
8. No pets or animals, except service animals, are allowed in or around the Community Room.
9. The potted tree in the Community Room is not to be moved.
10. Renters are permitted to serve alcohol to their guests with adherence to the below guidelines:
  - Rental must be a private, invitation only event – closed to the public.
  - Beverages are provided free of charge to the guests.
  - The renter accepts complete responsibility for the serving of alcohol as well as any issues that may 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 **SELLS** 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 a 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.



11. Renter must furnish all food, dishes, silverware, serving utensils, dish cloths, and tablecloths.
12. 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 or stacked as they were prior to set up. Cleaning supplies are located under the kitchen sink.
13. Trash and Recyclables - Kitchen Galley pull-out trash/recycle containers and silver trash/recycle 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 the appropriate garbage bag and set on top of trash or recycle cart. Liners for the pull-out containers and silver containers (clear plastic) are stored in the lower drawer adjacent to the pull-out.
14. The Community Room and front vestibule are to be vacuumed as part of cleanup. The Shark vacuum cleaner is stored in the janitor room located inside the Ladies Room. Please empty the collection canister of the vacuum cleaner after use. Please also survey the parking lot and surrounding areas of the building and collect any litter left by attendees. Users leaving the Town Hall Community Room, Outdoor Terrace, and other outdoor areas requiring more than customary cleaning will be billed professional cleaning fees to cover added costs. **The \$65 cleaning charge is not meant to substitute for cleanup by the renter.** Failure to pay will result in loss of use privileges.
15. Any damages to the property and/or facility will be charged to the renter.
16. Town staff, in consultation with the Town Board, reserves the right to refuse service to any group or individual.
17. The Town Hall Community Room closes for rentals at 10:00pm Sunday through Thursday and at 12:00am (midnight) Friday and Saturday. All events must end at these stated times and the building must be vacated within 60 minutes of ending times.
18. Please supervise children at all times.
19. No tent stakes may be pounded into the blacktop.
20. Reservation along with rental fee accepted up to one year in advance.
21. Room capacities may be adjusted in the event of pandemic restrictions per Dane County Public Health guidelines.
22. Cancellations must be given at least 14 days in advance of your event. A \$50.00 cancellation fee will be assessed for late cancellations.
23. Upon inspection without incident, the security deposit check will be returned or reimbursed within two 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.



RENTAL APPLICATION FOR TOWN OF VERONA COMMUNITY ROOM

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

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

Email: \_\_\_\_\_ Event Type: \_\_\_\_\_

Date of Event: \_\_\_\_\_ # of Guests: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Including decorating/setup and post event cleaning

The Town Hall Community Room can seat up to 120 guests. Additional outdoor seating space is available on the patio terrace. Currently, renters must provide their own chairs and tables on the patio terrace.

Types of Tables and Chairs Available for Use:

- 12 Event Round 72" Tables (seat up to 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 = Additional 8 chairs (Event Armless Chairs)
- 4 Rectangular (Serving) 30"x 60" Tables = Food, beverage, cake, gifts, or info tables

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

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

Note: Tables and chairs will be set up for the renter. The (4) square café tables with 16 chairs will remain in the room unless there is a request to not use them.

42-cup capacity Coffee Urn Yes or No (Coffee not provided.)

Will there be alcohol served?\* Yes or No (If Yes, copy of Driver's License required.)

\*Please see item #8 under Rental Policies and Procedures document for important information on serving alcohol at events.

Parking up to 82 vehicles only, no parking along County Highway PD.

OFFICE USE ONLY	
5-Hour Base Fee	_____
Additional Hours Fee	_____
Mandatory Cleaning Fee	_____
Other	_____
TOTAL RENTAL FEE	_____ Ck # _____
SECURITY DEPOSIT	\$500 Ck # _____



**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.

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*Signature of Renter*

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*Date (Month/Day/Year)*

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*Print name of person signing above*



### RENTER CHECKLIST FOR 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.
- 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 24/7 access to the Town Hall and could stop in on events.
- Fold event tables and return to storage closet as instructed during walk-through. Place maximum of 12 stacking armless event chairs in each dolly and return to storage room. The 4 café tables with 16 arm chairs are to be restored to their original placement if moved.
- Pizza boxes with grease/food on them go in the trash.
- Remove all items stored in the refrigerator and freezer and wipe down shelves as needed.
- Cleaning – wipe everything down. Vacuum Town Community Space, front vestibule, hallway, and bathrooms as necessary. (Vacuum and broom are stored 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.
- Remove cigarette butts from sand bucket located to your left outside terrace door.
- Kitchen Galley pull out Trash/ Recycle containers and silver trash/recycle 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.

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!**