Town of Bell

Community Center – Rental Agreement

~ This agreement must be completed and submitted along with full payment to ensure reservation. ~

Send this agreement + payment + deposit to:

Town of Bell • Community Center Manager • PO Box 280 • Cornucopia, WI 54827

Name/Organization:_____

Mailing Address:_____

City: _____State: _____ Zip: _____

Name of Contact Person: _____ Telephone: (___)_____

Function: _____ Date(s): _____

****FEE SCHEDULE****

Daily Weekday Rates Monday–Thursday	**Daily Weekend Rates** Friday–Sunday & Holidays
Private ..... $75 (No food service / Catering Area)	Private ..... $150 (No food service / Catering Area)
Private ..... $175 (Use of food service facilities)	Private ..... $175 (Use of food service facilities)
TOB Not-for-Profit Organizations or Fundraising events $50	TOB Not-for-Profit Organizations or Fundraising events $50
All others (determined by Town Board) ..... $_____	All others (determined by Town Board) ..... $_____

~ Public meetings/events are not subject to fees. ~

CLEANING/DAMAGE/RESERVATION DEPOSIT

In addition to the rental rate, a deposit made payable to the Town of Bell for $200.00 must be received to ensure reservation.

The deposit may be used for the following: to hold your reservation, cover damages and cleaning as specified in the contract, and to cover expenses of un-returned keys. If the above described deposit does not cover the total expenses incurred by your party, you are responsible for paying the additional amount as billed by the Town of Bell. Finally, if no expenses have been assessed to you, your deposit will be returned in full. Deposits will be returned within 30 days following the date the key(s) have been returned.

FORFEITED DEPOSIT

Your deposit will automatically be forfeited if the total rental fee has not been received by the Town within the time frame allowed.

RENTAL FEE

The total rental fee must be paid in full thirty (30) days prior to your rental. If your reservation is less than 30 days from the date of rental, the deposit and rental fee are due at the time the reservation is made.

RENTAL PERIOD

The rental period begins at 12:00 noon of rental day until 9:00 a.m. the next morning. Periods in excess will result in renter being charged for the additional day. If additional rental time is needed, the Building Manager can make arrangements and provide information about rates and options at the time the reservation is made. If found using the Town Hall without making prior arrangements with the Town, you will be charged $100.00 per hour for the usage.