

**COLFAX TOWN HALL RENTAL AGREEMENT**

Name of Group or Person: \_\_\_\_\_

Rental Date (month/day/year): \_\_\_\_\_

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

Telephone Number with area code: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Alternate Telephone Number with area code: \_\_\_\_\_

**Resident of Town of Colfax:**

\$75.00 (rent) + \$40.00 (Clean-up Deposit)  
Two separate checks-Deposit fee will be returned if hall is clean.

**Non-Resident:**

\$100.00 (rent) + \$40.00 (Clean-up Deposit)  
Two separate checks-Deposit fee will be returned if hall is clean.

**RULES**

1. The Town Board reserves the right to refuse rental to any group.
2. You must assume liability for all damages to the property/Town Hall.
3. Please return tables and chairs to the way you found them
4. Town Buildings are non-smoking areas.
5. Please take your trash with you.

**I, THE UNDERSIGNED AGREE TO THE ABOVE RULES:**

\_\_\_\_\_  
Signature shall be the Responsible Person same as named above.

**Make checks payable to "Town of Colfax"**

Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_

Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_

**Mail payments to or drop off at the town hall drop box:**

Town of Colfax Treasurer  
Kyra Pickett  
N8409 County Road M  
Colfax, WI 54730