

COLFAX TOWN HALL

RENTAL AGREEMENT

Name of Group or Person: _____

Rental Date (month/day/year): _____

Responsible Person Name: _____

Address (House Number and Street/Ave), City (Post Office), Zip Code

Telephone Number with area code Alternate Telephone Number with area code

Resident of Town of Colfax:

\$40.00 (rent) + \$40.00 (Clean-up Deposit)

Two separate checks-Deposit fee will be returned if hall is clean.

Non-Resident:

\$75.00 (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 this completed form and payments to:

Town of Colfax Clerk
Karen Myers
N8409 County Road M
Colfax, WI 54730

Town of Colfax Telephone Number: (715) 962-4629

E-mail: clerk@townofcolfax.com

Website: www.townofcolfax.com