TOWN OF JACKSON FACILITY USAGE PRICE SHEET

Facility Usage and Rental Fees:

Security Deposit	$300 / $100 for nonprofit
Key Deposit	$25

Rentals by nonprofit, school and civic groups may receive a reduction of rental charges at the discretion of the Town Board. Town Residents are entitled to a rental fee reduction of $25.

Grounds/Fields (if not in use) $100

There is a reduction of $50 if renting the Town Hall building also. Rental of only the exterior grounds/fields does not include the use of the interior restrooms.

Town Hall: All rentals include use of bathrooms and kitchen (for serving only)

Fireplace room, Mural Room and Dining Room:

Sun-Thurs	4 hours or less $75	Greater than 4 hours $125
Fri-Sat	4 hours or less $100	Greater than 4 hours $300

Pub (Bar) $50 Additional

Usage: The "time of use" must include any set up and clean up time. The "time of use" must account for the entire time the user will be in the building. Rental of the Town Hall interior includes the patio. If the grounds are to be used, there is an additional fee of $50.

Pavilion	$100
Town Garage Upstairs Mtg. Rm.	$50

Please see the attached letter from the Jackson Fire Department which specifies occupancy loads with relation to the type event being held.

TOWN OF JACKSON FACILITY USAGE INFORMATION

1. **Rental Conditions:**

   The Usage fee includes the building use, utilities and reasonable cleaning. The building and grounds are maintained regularly. When the agreement is signed, the user accepts the facility as is.

   a. The contract must be completed and full rental fee, security deposit, key deposit and law enforcement spot check fee (if alcohol is being served) must be paid before event will be placed on the calendar.

   b. Once event is placed on the calendar, the usage fees are non-refundable unless the Town of Jackson is able to rent the facility to another User on the reserved date.

   c. Rental fees charged are for normal use. Additional fees will be charged for things such as electric use for portable beer carts, coolers or fryers, or if electric is run outside of the building for lighting or equipment. If the air conditioning or heat is used and the doors are propped open there will be an additional fee. All additional fees, including the amount charged, are at the sole discretion of the Town Clerk.

2. **The User(s) Rules and Regulations:**

   a. The User(s) shall not cause or permit anything to be done whereby Town property will, in any manner, be injured, marred, defaced or damaged; nor shall User make or allow to be made any alterations to the building of any kind.

   b. Proper adult supervision shall be maintained at all times for children in attendance.

   c. Renters of the facility are reminded this is a municipal building and there is business being conducted at the building during business hours. Friday use may not begin prior to 3:00 PM; between 3:00 PM and 5:00 PM we ask:

      1. Minimal interruption to the office staff (music may not be played, doors may not be propped open, children must be supervised, etc.
      2. Large numbers of individuals may not be present, etc.
      3. Entrance/use prior to 5:00 PM is subject to prior approval by the Town Clerk.

   d. Users may not "drop in" to view the facility prior to their event; appointments are required.

   e. If additional tables and/or chairs are required, the User shall be responsible for set-

up and take down. If moved, the User shall restore room furnishings to their original location.

f. User shall, upon conclusion of rental or use, place all waste, debris and soil in established containers. Extraordinary janitorial services, above customary and at the sole discretion of the Town, shall be charged to the User. Any additional repair work for damages to the property shall be charged to the User. The User, as per the signature affixed to the Facility Use Agreement, shall be the person invoiced for non-compliance to the rules, regulations and damages; and hereby agrees to pay any and all costs incurred.

g. We have a cleaning closet available for your use. This closet is located near the main entrance to the fireplace room; the north end of the slate entry foyer. In the closet you will find a vacuum cleaner and other cleaning supplies. Please take a few minutes to clean up when your event is over. Please make sure to return the thermostat to the programmed setting.

3. The Town retains control of the facility:

a. The contract must be completed and full rental fee, security deposit, key deposit and law enforcement spot check fee (if alcohol is being served) must be paid before event will be placed on the calendar.

b. The "time of use" must include any set up and clean up time. The "time of use" must account for the entire time the user will be in the building.

c. The Town retains the right at all times to control the management of its facilities and to enforce all necessary rules and regulations, and reserves the right to impose additional requirements or regulations at any time whether or not contained in this Agreement.

d. Users shall be responsible to maintain among all persons attending any activity or event at a Town Hall facility peace and good order in compliance with all applicable State and Local Laws and Ordinances. The User shall be strictly liable to the Town for any damage which occurs within the Facility or to the Facility Premises because of a breach of peace and order.

e. The User is notified that their use is subject to change. While changes are not expected, it is possible the facility may be needed for an unscheduled event (such as an emergency meeting or an election). The user will have the option to reschedule

their event or receive a refund of the fees paid. The town is not liable for any losses sustained by the User if an event must be rescheduled or cancelled. The Town Clerk has final authority on the facility.

4. **Entrance to the Facility:**

At least two weeks prior to the date of usage the User should contact the Town Clerk to make arrangements to pick up a key to be used for entrance to the facility. A deposit of $25. 00 will be required for the key, and the deposit will be returned to the User after the Town Board meeting following the event.

User Keys must be returned to the Town Hall within three (3) days of the facility usage.

5. **Alcohol use:**

PRIVATE USERS: Alcohol beverages may be brought in, but the alcohol **Cannot Be Sold.** No license is required.

NON PROFIT/CLUB USERS: An application for alcohol sales may be submitted; however, no alcohol may be sold until applicant has applied for and received a Temporary License from the Town Clerk. Temporary licenses are available for beer and wine sales only.

If alcohol is served at a private party or sold at a non- profit event the User must pay an additional $60 for law enforcement "spot checks".

6. **Caterers:**

Attached to the Facility Use Agreement is a listing of caterers who have been approved by the Town Board to provide service at the Town of Jackson facilities. Use of individuals not listed, or User provided food service requires Town approval. If the user plans to bring in their own food it must be specified on the contract.

7. **Security Deposit:**

All rentals must pay a $300.00 security deposit. If the facility is not left as found, requires additional cleaning or has damage, the renter will forfeit the portion of the security deposit required to restore the facility to the original condition. If costs exceed the

$300.00 security deposit, the renter will be billed for the additional costs. If no problems are found, the $300 will be refunded after the Town Board meeting following the event.

8. **Specific to Non-profit, Club and Association users:**

Due to the fact that minimal or no fee is being charged to your group for usage the following is required: Floor, tables and counters must be left clean. Please sweep and vacuum if needed, wipe down tables and counters, this includes the bathrooms. Please return all tables and chairs to their original locations. All trash and recycling must be placed in the back room (through the kitchen door).

Do not prop open doors. Do not drag tables across the floors. If the heat or air conditioning is used, please return thermostats to the setting found upon entry.

If there are times when the Town Clerk may need to conduct business, or there may be a Town meeting at the same time that you are using the facility, please be considerate. Also, use is subject to availability; Town business will take precedence.

If the Town needs to call for cleaning or repair service the charges will be deducted from your security deposit on account. The group will be required to bring the security deposit balance to $100 prior to their next scheduled use. Security deposits may be increased at the discretion of the Town Clerk.

TOWN OF JACKSON – CONTACT LISTING

Town Clerk – Julia Oliver - phone, fax and email listed on agreement

Emergency Contact – Ray Heidtke, Town Board Chairman phone: 262-677-3908

Dan Kufahl, Supervisor phone: 262-375-2188

Please use the emergency contacts **ONLY** in the event of an emergency.

FOOD INFORMATION

The individuals listed below have been authorized by the Town Board to provide services. If you wish to use a caterer not listed or would like to be a self provider, please discuss your request with the Town Clerk.

Caterer Services

Schwai's Catering
Catering by Bryan
C&R Catering, Inc.
Settler's Inn

Machine Shed
Dave's Unlimited Catering
(Dave Salkowski)
The Mark of Excellence Catering
Country Catering