

**APPLICATION FOR USE OF RICHFIELD TOWN HALL
(RESIDENT FORM)**

Name of Renter: _____ **Dates of rental:** _____

Address of Renter: _____

Phone: _____ **Email:** _____

Rental Fee(s): \$150/day for Town of Richfield Resident(s). For a three day rental, the price will be **\$300.00**. Additionally a **\$100.00 deposit** is required when picking up the keys. Hall will be checked for damages and deposit returned within 10 days if no fees are assigned. Use of an outdoor beverage trailer is an additional fee of **\$10.00 per day**.

Please write two separate checks payable to the Town of Richfield. One for full **Rental Amount (Totalled below)** and one for **Deposit (\$100.00)**. This will enable us to return your deposit check if no fees are assigned.

Renter agrees to leave the facility in the same condition* as it was found and further agrees to be responsible for any damage done during use of the Town Hall. The undersigned responsible party has read the attached cleaning list for this facility and agrees to complete it by the end of final rented day.

If a reservation is cancelled before 30 days of the rental date(s), half of the Rental Fee will be reimbursed. If the reservation is cancelled 30 days or less of the rental date(s), there will be no reimbursement.

Signature: _____ **Date:** _____

☐ **One Day Rental (\$150.00)**

☐ **Three Day Rental (\$300.00)**

☐ **Outdoor Beverage Trailer (\$10.00/day)** _____ days = \$ _____

Total Rental Fee: \$ _____

Return Application with Rental fee (**total from above**) to:
Sandi Schill, 8063 Arpin Richfield Road, Arpin, WI 54410
Home: 715-652-3958 Cell: 715-305-2958

Renter shall arrange time to pick up keys 1 day before rental by calling Sandi Schill. **Deposit of \$100.00 is due at this time.**

*No smoking in the building.

*Hall must be cleaned and all garbage removed as detailed in attached cleaning checklist, which must be checked off, signed and left with the keys.

*Leave keys on top of microwave. Make sure all doors are locked and exit out the west doors, making sure the door is locked behind you.

*Any accidents or problems please report to any of the following: Sandi Schill (715-652-3958), Town Chairman/Josh Sabo (715-650-3610), Supervisor 1/Bob Tomkowiak (715-660-0941) OR Supervisor 2/Christopher Christiansen (715-305-5728).

Richfield Town Hall Rental Cleaning List

Check off each item once completed. Sign, date and leave with keys upon departure.

Hall

- ☐ Clean chairs and tables.
- ☐ Stack chairs no more than 8 high.
- ☐ Put ALL tables on storage carts.
- ☐ Dust mop and vacuum rugs.
- ☐ Wet mop floors.
- ☐ Empty waste baskets.
- ☐ Lift tables and chairs, don't drag across floor.
- ☐ Remove any black marks from floor.

Bathrooms

- ☐ Clean toilets and urinal.
- ☐ Clean sinks and mirrors.
- ☐ Empty waste baskets.
- ☐ Sweep floors.
- ☐ Wet mop floors.
- ☐ Make sure the water is not running in the sinks, toilets and urinal.
- ☐ Please dump mop bucket water down the toilet not the urinal.

Meeting Room

- ☐ NO cooking on counters, use tables.
- ☐ Clean sink.
- ☐ Dust mop floor.
- ☐ Wet mop floor.
- ☐ Empty waste baskets.

Hallway

- ☐ Dust mop floor and vacuum rug.
- ☐ Wet mop floor.
- ☐ Clean water fountain.

All Garbage goes to the dumpster located on the east side of the building.

Signature: _____ Date: _____

* All cleaning supplies are in hallway closet.

* In summer, turn air off when you leave.

* In winter, turn heat down to 68 degrees when you leave.

* Leave this completed checklist with keys on top of microwave, make sure all doors are locking and exit out the west doors, making sure door is locked behind you.

* In case of problems, please contact Sandi Schill (715-652-3958), Town Chairman/Josh Sabo (715-650-3610), Supervisor 1/Bob Tomkowiak (715-660-0941) OR Supervisor 2/Christopher Christiansen (715-305-5728).