



Town of Superior

4917 South State Road 35
Superior WI 54880



Phone: 715 399-8385

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Web: www.townofsuperiorwi.gov

TOWN HALL RENTAL AGREEMENT (Alcohol/Drug Free, No Smoking)

Name: _____

Phone: _____

Address: _____

Email: _____

Event: _____

Please note – certain events may require an event insurance policy provided by renter listing the Town of Superior as secondary.

Date(s) of Use: _____

Hours of Use: _____

Fees: \$125/day for hall and kitchen (updated 03/12/25) – Certain events may require
\$200/Holiday for hall and kitchen (rental must be made at least two weeks prior to Holiday)
\$20 early access the night before for set up (if hall is available)
\$75 Damage Deposit Required (**please submit a separate Damage Deposit check** made payable to Town of Superior and in memo include “Damage Deposit. Check to be returned upon satisfactory inspection of hall after your event)

_____ TOTAL **If rental is cancelled 4 weeks prior to event or less, \$25 will be retained by Town of Superior.**

Civic organizations may apply to Board for waiver or partial waiver of fee.

****If you would like a receipt sent to you, please send a self-addressed, stamped envelope. ****

By signing this form, you agree to indemnify and hold harmless the Town of Superior from and against claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of or resulting from the use of the premises.

Signature: _____

Date: _____

CLERK/TREASURER payment received: Date _____ Amount \$ _____ Cash/Check No. _____

Deposit \$ _____ Deposit Check # _____ Initials _____



Thank you for renting our town hall. We hope you find it suitable for your needs. In order to keep our hall in good condition for many years, please read and follow the rules below. Please keep these rules for reference during rental. NO ACOHOL, DRUGS, SMOKING, OR FIREARMS ALLOWED. We open – you lock up.

1. **Prohibited Items:** Bounce houses, animals, helium balloons, glitter, confetti, glue or tape on walls.
2. Setup is the responsibility of applicant. Bring your own towels, cloths, plastic ware, plates, paper towels, etc.
3. Decorations must be completely removed after use.
4. Clean the tables and chairs and return them to the storage area (to prevent damage to the tile floor, **please do not slide them!**).
5. Clean spills and remove all food brought in. Sweep/clean the floor.
6. Any kitchen dishes/utensils used must be washed, dried and returned to storage area.
7. Make sure electric range, ovens, microwave, refrigerator and coffee pot are turned off.
8. Empty garbage and recyclables into bins behind the hall.
9. Shut windows, turn off all lights and lock doors.
10. Any damages or repairs needed due to misuse of facility during your activity will be billed to you.