

BERRY TOWN HALL RESIDENT USE POLICY
Town of Berry Town Hall
9046 State Hwy 19
Mazomanie, WI 53560

The Town Hall is available for rent as a service to Town residents.

- Berry Town Hall may be rented for meetings and get-togethers by Town residents only.
- Except for periods when in use for Town business (for example, Town Board and committee meetings), Hall may be rented for any period between 7:30 a.m. and 11 p.m. any day of the week if contracted for in writing in advance.
- Hall may be reserved in advance for one-time or occasional events expecting 50 persons or less by making a reservation with the Town Clerk. For recurring events or events expecting 50 or more persons, the Town Clerk will collect information about the event and obtain approval from the Town Chair or the Board Member designated by the Chair before a reservation and contract with User will be accepted. If more than one reservation is received for the same time period, reservations will be accepted on a first come-first served basis.
- User is expected to collect and remove all trash, to clean, and to leave the Hall (including the kitchen) in the same condition as prior to the event. Any cleaning or repair by the Town required as a result of User's use of the Hall will be charged to User without limitation. Cleaning supplies will be left available.
- The Town's "Business Hours" are 7:30 a.m. to 3:30 p.m., Monday through Friday, with exceptions. No amplified sound is allowed in the Hall during Business Hours.
- No kegs. Beer and wine only.
- Serving alcohol to minors is prohibited.
- Smoking in or near the Hall is prohibited.
- A deposit, paid in advance by User no later than when they receive a key to the Hall, will be collected for most events as follows; deposit will be returned to User within five days after the event if User has returned the key to the Town Clerk. Key shall not be duplicated

DEPOSIT

	Event During Business Hours	Event Outside of Business Hours
No Food/Beverages (no Kitchen use)	0	\$50
Food/Beverages (assumes use of Kitchen)	\$50	\$250

- A use charge (to cover the Town's costs and risks), paid in advance by User no later than when they receive a key to the Hall, will be collected for all events as follows:

USE CHARGE

	Event During Business Hours	Event Outside of Business Hours
No Food/Beverages (no Kitchen use)	\$20	\$50
Food/Beverages (assumes use of Kitchen)	\$50	\$80

- Evening events, including clean-up, must be completed and the Hall closed no later than 11 p.m. sharp.
- User must sign a Use Agreement prior to event.
- For event outside of Business Hours, User must obtain (1) a key; (2) directions for turning off the security system upon opening the Hall and re-arming the security system upon closing the Hall; and (3) a temporary 4-digit security code, from the Town Clerk during the week prior to the event. User must return the key and security system directions within five days following the event or User will be charged a \$25 fee to replace the key.
- User shall not disrupt the Town Clerk if event is during Business Hours.
- Charges for clean-up, repair or replacement by Town due to User's use of the Hall may be deducted from User's deposit, however, the Town must provide User an itemization of such deductions. The Town's right to charge for clean-up, repair or replacement are not limited to the amount of the deposit, however.
- Users with events outside of Business Hours will be provided contacts and phone numbers to call in case of emergency.