

# Town Hall Rental Contract

# 2026

## Town of Holland

W7937 County Road MH, Holmen, WI 54636



### Office Hours:

Mondays 8 am to 1 pm

Wednesdays 3-6 pm

Thursdays 8 am to 1 pm

All rentals are handled by the Town Clerk

608-526-3354 or

[clerk@townofhollandwi.gov](mailto:clerk@townofhollandwi.gov)

Rent	Hours	Security Deposit
\$175	8 am* – 6 pm	\$75
\$375	8 am* – 10 pm	\$100
\$500	8 am* - Midnight <i>*earlier times may be arranged</i>	\$150

Rental Date:	Rental Hours:	
Name/Business	Contract #	
Contact Name	Home Phone	Other Phone
Address	City	

### RENTAL RULES & REGULATIONS

- This is a smoke free facility.
- PAYMENT:** The security deposit must be paid within two weeks of placing your reservation. This amount will be refunded after the event if there is no damage and/or there are no rule violations. The deposit is in addition to the rental fee. **Cancellation** refund will be made up to 21 days before the event. The full rental fee must be paid by the Thursday prior to the event.
- KEY:** During the week prior to the event, **you will pay the rental fee and pick up the key** to the hall (see office hours above). Other times can be arranged but please call ahead. (Note: no clerk hours on Fridays!)
- ALARM:** The building alarm will be disarmed during the rental hours (hours to be finalized when the key is picked up). Please do not attempt to enter the building during off hours—a very noisy alarm will go off and the police will be called.
- DECORATING:** There is a ladder available for decorating. Please do not stand on chairs or tables. Any tape used in decorating should be fastened to the framework and not to the acoustical tile.
- HALL FACILITIES:** Two 39-gallon trash cans provided and lined once [dumpster outside back door--additional bags are responsibility of renter]. Appliances include refrigerator, 2 stove tops, 1 oven, microwave and three coffee pots – 12 cup, 40 cup and 100 cup. Banquet chairs and tables provided – (22) 8' long, (6) 6' long, (8) 60" round and (5) pub tables. Renter provides their own kitchen supplies (towels, dish soap, utensils, dishes, etc.)
- ALCOHOL:** Under state law, alcoholic beverages cannot be sold at the Holland Town Hall (without a permit). Beer & wine may be served to guests, but no hard liquor.
- CLEAN-UP:** All gifts, food, trash etc. must be removed before you leave the night of the event. Do not take down the chairs and tables. **SEE ATTACHED CLEANING CHECK LIST**
- LOCK-UP:** When you are finished, lock the Hall and put the key in the drop box (to the left of front door). The building will be secured by our hall attendant.

***My signature below indicates that I have read the above information. I accept the responsibility for the observance of all regulations by me and/or my group and any and all damages.***

Date \_\_\_\_\_

Signature \_\_\_\_\_

Office use only: Date issued _____ Approved by: _____ Date received: _____
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# Town of Holland – Hall Rental

## Cleaning Check List

W7937 County Road MH, Holmen, WI 54636

### CLEANING CHECK LIST – TOWN HALL

- \_\_\_ All gifts, food, trash etc. must be removed before you leave the hall.
  - \_\_\_ Wipe down tables, counters and chairs. Do not take down the chairs and tables. We need to check for damage and cleanliness.
  - \_\_\_ Wipe down fridge and sink.
  - \_\_\_ Empty all trash cans and deposit in dumpster out the back door.
  - \_\_\_ Check restrooms, remove any trash.
  - \_\_\_ Remove all decorations (inside and out), this includes glitter or confetti. Do not use nails, glue or duct tape when decorating! Scotch tape, masking tape or tacks are allowed.
  - \_\_\_ Close all windows, lock back & side doors.
  - \_\_\_ Turn off lights and reset a/c or heat to original temperature.
  - \_\_\_ Lock the front door and put the key in the drop box (to the left of the front door).
- If anything on this list is not completed your security deposit may not be returned to you.
  - If you encounter any problems with the hall, call 608-317-9698 (Town clerk personal cell)
  - For emergencies, call 608-785-5944 (County Dispatch) or 911

Capacity: 200 people

No smoking and/or vaping in the Town Hall. Smoking/vaping should only take place 10+ feet from the entrance.

Parking: Parking is allowed in the paved parking area or gravel parking lot (west of the Town Hall). Please do no park along the road or in the grass/landscaped areas.

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