

**Town of Montrose**

1341 Diane Ave., Belleville WI 53508, 608-424-3848 montrose@chorus.net

**Private Party Hall Rental Agreement**

HALL REQUEST FOR THE DATE OF: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_  
(i.e. graduation, wedding reception etc.)

PERSON RESPONSIBLE FOR HALL RENTAL:

ADDRESS: \_\_\_\_\_

PHONE NUMBER(S): Work \_\_\_\_\_  
Home: \_\_\_\_\_  
Cell: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**FEES**

One check in the amount of \$1,000.00 will be held as a refundable security deposit. This check will be held and mailed back to you within 15 business days if the Town Hall is returned to its original condition. Damage to the Town Hall will be charged to your security deposit. A separate reservation fee of \$200.00 for residents OR \$ 400.00 for non-residents must accompany this rental agreement before the Town Hall is reserved for you.

**OTHER**

The renter shall ensure that all aspects of the event are in compliance with any public health order in effect at the time the event is held.

Keys must be returned promptly.

I have read, understood the Town of Montrose Rental Agreement and agree with all rules/regulations.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date Signed

**FOR OFFICE USE ONLY**

Date Deposit Received: \_\_\_\_ Date Rental Fee Received: \_\_\_\_  
Date Deposit Check Shredded \_\_\_\_ On Calendar: \_\_\_\_