



TOWN HALL COMMUNITY ROOM & OUTDOOR TERRACE RENTAL FEES (Effective 1/1/2022)	Monday - Thursday (8am-10pm) Friday (8am-4pm)	Friday (4pm-Midnight) Saturday (8am-Midnight) Sunday (8am-10pm)
MAXIMUM ROOM CAPACITY 120	Base rate is 5-hour minimum rental (including setup and clean-up time).	
Civic and Non-Profit Groups	No Charge	Base rate \$150 / \$30 per additional hour
Small group rental (up to 60 people) by Town of Verona resident age 21+	Base rate \$200 / \$40 per additional hour	Base rate \$250 / \$50 per additional hour
Large group rental (61-120 people) by Town of Verona resident age 21+	Base rate \$400 / \$80 per additional hour	Base rate \$450 / \$90 per additional hour
Small group rental (up to 60 people) by City of Verona resident age 21+	Base rate \$250 / \$50 per additional hour	Base rate \$300 / \$60 per additional hour
Large group rental (61-120 people) by City of Verona resident age 21+	Base rate \$500 / \$100 per additional hour	Base rate \$550 / \$110 per additional hour
Security Deposit (Upon inspection without incident, amount will be returned/reimbursed within 2 weeks.)	\$500	
Mandatory Cleaning Fee	\$65*	
Use of outdoor space for a Tent	\$200	
Additional staff time needed beyond booking and check out	\$50 per hour	

** Renters are expected to clean as outlined in this document; the mandatory cleaning fee is not a substitute for cleanup by the renter. An additional \$65 charge may be applied for any failure of the renter to leave the facility in the condition it was found.*

Please note: All renters of the Town Hall Community Room must be a Town of Verona or City of Verona resident, and it is expected that said Renter will be the host of the event. Proof of residence is required. Sponsoring events hosted by non-residents will not be permitted.

RENTAL POLICY FOR THE TOWN HALL COMMUNITY ROOM AND OUTDOOR TERRACE

GENERAL POLICY

The Town Hall Community Room located at 7769 County Highway PD is designed to provide facilities for governmental meetings, civic meetings and social events for the Town of Verona, its residents, businesses, and non-profit organizations for the permitted uses outlined further in this policy. The approved Town Hall Community Room priority uses are as follows:

- Town of Verona Government and Town Staff uses
- Town of Verona Neighborhood Group and Association uses during the week when space is available
- Town of Verona Non-profit group uses during the week when space is available
- Town of Verona Senior uses during the week when space is available
- Public and Private uses



PERMITTED USES

1. Debates between candidates for elected public office.
2. Meetings between elected government officials and constituents for informational purposes. This use does not include election campaigning.
3. Meetings of Town of Verona Neighborhood Groups and Associations for regular business meetings and fundraising events.
4. Meetings of Town of Verona non-profit corporations for regular business meetings and fundraising events.
5. Private use events and celebrations.
6. Small Weddings
 - Indoor seating maximum capacity 120
 - Additional seating on the outdoor patio terrace (renter provides chairs, etc. for outdoor terrace).
 - Grass tent area available – 80' long by 40' wide. Tent must be provided by renter.
7. Meetings for Verona Clubs and residents.
8. Meetings for Verona Businesses. This use does not include public commercial purposes, including, but not limited to, product demonstrations and promotions, time share sales, and investment seminars.

RENTAL AGREEMENT POLICIES AND PROCEDURES

1. One check (or cash) for the rental fee and another separate check (or cash) in the amount of \$500.00 for the security deposit are required. The rental fee and security deposit should be made payable to the Town of Verona and delivered or mailed to: Town of Verona - 7669 County Highway PD - Verona, WI 53593. Fees covered under this policy are subject to change.
2. Once availability is verified, we will hold your date for 5 business days. After 5 business days, the reservation will be released unless the contract has been signed and the appropriate rental fee paid. All reservations must be paid in full 2 weeks (or sooner) prior to the rental date – no exceptions.
3. Reservations are accepted up to one year in advance. For events booked 9 months or more in advance, a \$250 hold fee is required which will be applied to the rental fee.
4. Cancellations must be made at least 30 days in advance of your event. A \$50.00 cancellation fee will be assessed for late cancellations.
5. The person(s) signing the agreement must participate in a walk-through with Town staff at least one week prior to the event so that all rules and requirements are understood. Please contact Town Hall at 608-845-7187 to schedule an appointment.
6. Parking is available for up to 82 vehicles. No parking is allowed on County Highway PD. Guests may park along the driveway leading to the parking lot and along the shop building driveway adjacent to Town Hall.
7. Room rental does not include use of any Town A/V equipment.
8. All decorations must be put up and taken down without damage to walls, woodwork, ceiling, or blinds. Nails, tacks, staples, and screws are prohibited.



9. Smoking is not allowed in the building. The smoking area is in the back of the building. Please use the sand filled container for butts. Renters are responsible for cleaning out the container. Any smoking in the building will result in loss of the security deposit.
10. Alcohol may be served only under the following conditions:
 - The renter accepts complete responsibility for the serving of alcohol as well as any issues that may arise from it.
 - Rental is for a private, invitation only event where alcoholic beverages are provided free of charge to guests.
 - Rental is for a non-private event where alcoholic beverages are provided free of charge to guests.
 - Rental is for a non-private event with a charge for beverages, either direct or indirect, whereby:
 - A Temporary Class B / Class B Retailer's License must be obtained from the Town of Verona for an eligible entity (license may not be issued to individuals) that **SELLS** fermented malt beverages or wine at gatherings, either directly or indirectly. Examples of indirect charges include a ticket, cover charge, cost of meal including a drink, tip jar, etc.
 - A bartender (someone that currently holds an operator license or has the ability to obtain a temporary operator license) is required to serve the alcoholic beverages.
11. No pets or animals, except service animals, are allowed in or around the Community Room.
12. The potted tree and large plant in the Community Room are not to be moved.
13. The flags are not to be moved under any circumstances.
14. Clean-up is the renter's responsibility. The kitchen galley, appliances, counter tops, tables, and chairs may be used as needed, but will need to be thoroughly wiped down. Cleaning supplies are located under the kitchen sink. **The \$65 cleaning charge is not meant to substitute for cleanup by the renter.** Failure to comply may result in loss of use privileges and additional cleaning charges.
15. Event tables shall be thoroughly wiped down and remain in the room. Chairs should be stacked (10 per stack) and left in the Community Room away from the walls.
16. Trash and Recyclables - Kitchen Galley pull-out trash/recycle containers and silver trash/recycle containers need to be emptied and placed into the appropriate Trash (Tan) and Recycle (Green) carts located in the west vestibule. Extra trash or recyclables (overages) should be bagged and set on top of garbage or recycle cart. Liners for the pull-out containers and silver containers (clear plastic) are stored in the lower drawer adjacent to the pull-out.
17. The Community Room and front vestibule are to be vacuumed as part of cleanup. The Shark vacuum cleaner is stored in the janitor room located inside the Ladies Room. Please empty the collection canister of the vacuum cleaner after use. Please also survey the parking lot and surrounding areas of the building and collect any litter left by attendees. Users leaving the Town Hall Community Room, Outdoor Terrace, and other outdoor areas requiring more than customary cleaning will be billed professional cleaning fees to cover added costs.
18. Any damages to the property and/or facility will be charged to the renter.
19. Town staff, in consultation with the Town Board, reserves the right to refuse service to any group or individual.



20. The Town Hall Community Room closes for rentals at 10:00 p.m. Sunday through Thursday and at 12:00 a.m. (midnight) Friday and Saturday. All events must end at these stated times and the building must be vacated within 60 minutes of ending times.
21. Children must be supervised at all times.
22. Tent stakes may only be placed into the grass.
23. Upon inspection without incident, the security deposit check will be returned or reimbursed within two weeks following the event. Expenses greater than the deposit amount will be billed to the person who signed the rental agreement. If deductions are made that do not exceed the deposit, a reimbursement check will be issued within two weeks.



RENTAL APPLICATION FOR TOWN OF VERONA COMMUNITY ROOM

Print Name: _____

Address: _____ Contact Phone #: _____

Email: _____ Event Type: _____

Date of Event: _____ # of Guests: _____ Start Time: _____ End Time: _____

Including decorating/setup and post event cleaning

The Town Hall Community Room can seat up to 120 guests. Additional outdoor seating space is available on the patio terrace. Currently, renters must provide their own chairs and tables on the patio terrace.

Types of Tables and Chairs Available for Use:

12 Event Round 72" Tables (seat up to 8 per table) = Seating for 96 (Event Armless Chairs)
4 Square 42" Café Tables (seats 4 per table) = Seating for 16 (Café Armchairs)
Extra Chairs for Seating = Additional 8 chairs (Event Armless Chairs)
4 Rectangular (Serving) 30"x 60" Tables = Food, beverage, cake, gifts, or info tables

of Event Round Tables and/or Chairs Needed for Rental: Tables _____ Chairs _____

of Rectangular (Serving) Tables Needed for Rental: Tables _____

Note: Tables and chairs will be set up for the renter. The (4) square café tables with 16 chairs will remain in the room unless there is a request to not use them.

42-cup capacity Coffee Urn Yes or No (Coffee not provided.)

Will there be alcohol served?* Yes or No (If Yes, copy of Driver's License required.)

*Please see item #10 under Rental Policies and Procedures document for guidelines on serving alcohol at events.

Parking up to 82 vehicles only, no parking along County Highway PD.

OFFICE USE ONLY

5-Hour Base Fee _____
Additional Hours Fee _____
Mandatory Cleaning Fee _____
Other _____
TOTAL RENTAL FEE _____ Ck # _____
SECURITY DEPOSIT \$500 Ck # _____



HOLD HARMLESS AND INDEMNIFICATION AGREEMENT
PLEASE READ ALL OF THE FOLLOWING TERMS CAREFULLY BEFORE SIGNING

In consideration of the Town of Verona renting its facilities to me, I agree to the following:

I. Definitions. For purposes of this agreement:

- A. The term “attendee” means any person invited to or attending the meeting or event for which the Town of Verona facilities were rented, irrespective of any rental charge.
- B. The term “Town of Verona facilities” includes any area rented to or which is made available for use to the renter and attendees, including parking areas, common areas and restrooms.
- C. The term “claims” includes any claims, losses, damages, and costs, including reasonable attorney fees incurred by the Town of Verona, due to personal injury, illness or wrongful death, or property loss.

II. Indemnification and Hold Harmless Obligations. I agree, at my sole expense, to indemnify, defend, save, and hold harmless the Town of Verona, including its officers, agents, employees, and staff, from any and all claims arising out of my use of, and any attendee’s use of, Town of Verona facilities, caused in any part by my own negligent or intentional acts, or caused in any part by any attendee’s negligent or intentional acts. I further agree that the Town of Verona, including its officers, agents, employees, and staff, shall have no liability or responsibility for any claims caused by such negligent or intentional acts.

III. Acknowledgment. I acknowledge that I am legally competent to sign this Hold Harmless and Indemnification Agreement. I understand that the terms of this Agreement and that the terms constitute a contract. I further acknowledge that by signing below I am individually obligated to fulfill the terms of this Agreement, in addition to any business or other entity that may also be so obligated.

Signature of Renter

Date (Month/Day/Year)

Print name of person signing above



Your Access
Code is:

RENTER CHECKLIST FOR COMMUNITY ROOM RENTAL

Name of Event: _____ Date: _____

Time Period: _____ Contact Person: _____ Phone: _____

- ☐ Review procedure for unlocking and locking terrace door bar with L wrench. Terrace door **must** be locked prior to leaving the building by unlocking the bar with the L wrench. Return L wrench to kitchen island right top drawer.
- ☐ No Alcohol use by underage persons (under 21 years old.) Parents/Guardian may *NOT* serve their underage children alcoholic beverages. It is the responsibility of the renter to ask for proof of age if you feel someone is in violation.
- ☐ Dane County Sheriff Deputies have 24/7 access to the Town Hall and could stop in on events.
- ☐ Thoroughly wipe down event tables and leave in the Community Room. Chairs should be stacked (10 chairs per stack) and left in the room away from the walls. The 4 café tables with 16 armchairs are to be restored to their original placement if moved.
- ☐ Please ensure trash and recycling are placed in proper receptacles. Items such as pizza boxes with grease or food on them should be placed in the trash so as not to contaminate the recycling.
- ☐ Remove all items stored in the refrigerator and freezer and wipe down shelves as needed.
- ☐ Cleaning – wipe everything down. Vacuum Community Room, front vestibule, hallway, and bathrooms as necessary. Vacuum and broom are stored in the janitor room inside the women's restroom. Cleaning supplies and rags are located under the sink.
- ☐ Kitchen Galley pull out garbage/recycle containers and silver trash/recycle cans need to be emptied and placed into the appropriate Garbage (Tan) and Recycle (Green) carts located in the west vestibule. It works best to wheel both carts into the room for collecting. Return carts to vestibule. Extra trash or recyclables (overages) are to be placed in trash can liner bag and set on top of trash or recycle cart. Please use **only clear plastic bags** for recyclables. Clear plastic liners are located in the lower drawer adjacent to the sink.
- ☐ Walk around perimeter of building, terrace lawn, and parking lots and dispose of any litter properly.
- ☐ If applicable, sweep outdoor terrace and remove cigarette butts from sand bucket located to the left of outside terrace door.
- ☐ An additional \$65 charge may be applied for failure of the renter to leave the facility in the condition it was found.

Upon inspection without incident OR if deductions are made and do not exceed the security deposit, the security deposit check will be returned/shredded, or reimbursement check shall be issued within 2 weeks.

Comments: _____

Rules and guidelines have been established to assure the continued enjoyment of this facility and your compliance with these policies is greatly appreciated. Thank you!

IN CASE OF EMERGENCY DURING YOUR EVENT: Dial 911 for life-threatening emergencies. For all other issues, please contact Dane County Sheriff Dispatch at 608-266-4948.