

VILLAGE *of*  
**NELSON**  
W I S C O N S I N

EST 1837

## HALL RENTAL

### NELSON RESIDENTS

Morning.....	\$25.00
Afternoon.....	\$25.00
All Day.....	\$75.00
All Day & Evening.....	\$100.00

### NON NELSON RESIDENTS

Morning.....	\$50.00
Afternoon.....	\$50.00
All Day.....	\$100.00
All Day & Event.....	\$150.00

A cleaning deposit of \$200 is required at the time of reserving the hall. The deposit will be returned as long as the Community Hall is cleaned and left as it was before use. Also you will be required to take any garbage with you. Outside table & chair cost: \$4/Table/Day & \$1/Chair/Day. We allow one day prior to use for decorating, if arrangements are made in advance. If you have any questions, please feel free to call.

**Cindy Hanson (Village Clerk), S616 State Hwy 35 S, Nelson, WI, 54756**

Please attach check, fill out, sign and return to the listed address above.

## HALL RENTAL AGREEMENT

Renter's Name: \_\_\_\_\_

Renter's Address: \_\_\_\_\_ Renter's Phone Number \_\_\_\_\_

Event Date: \_\_\_\_\_ Event \_\_\_\_\_

Time of Event

Morning       Afternoon       All Day       All Day & Evening

Signature: \_\_\_\_\_

[ PAGE 1 OF 3 ]

VILLAGE *of*  
**NELSON**  
W I S C O N S I N

EST 1837

## GUIDELINES

A cleaning deposit of \$200 is required at the time of reserving the hall. The deposit will be returned as long as the Community Hall is cleaned and left as it was before use. Also you will be required to take any garbage with you. Outside table & chair cost: \$4/Table/Day & \$1/Chair/Day. We allow one day prior to use for decorating, if arrangements are made in advance. If you have any questions, please feel free to call.

- ✓ **Sweeping and mopping if necessary after event.**
- ✓ **Clean all tables, chairs and counters as needed.**
- ✓ **Move tables back to the original positions.**
- ✓ **Kitchen area cleaned and wash any dishes used.**
- ✓ **Must provide your own garbage bags (Size 33 gallon or bigger).**
- ✓ **Renter must remove all garbage from the hall**
- ✓ **Paper tablecloths, napkins and other decorations are to be the responsibility of Lessee.**
- ✓ **Alcohol is allowed - If you want to sell alcohol you must have a license.**
- ✓ **Positively NO kitchen equipment, such as roasters, pots/pans are to be taken from the building. Renter must provide their own coffee pot.**
- ✓ **Key for the building may be obtained from the hall member one day in advance.**
- ✓ **Person signing for "Rental" is responsible for meeting terms of this agreement. This includes cleaning, any damaged or broken items that occur during this event.**
- ✓ **Building is available for planning and inspection by contacting a hall member.**

[ PAGE 2 OF 3 ]

VILLAGE *of*  
**NELSON**  
WISCONSIN

EST 1837

**HALL FLOOR PLAN**

