

**TOWN OF LINCOLN
MUNICIPAL BUILDING
RENTAL AGREEMENT**

Building Manager:
Beckie Rogers
10907 Mill Creek Drive
Marshfield, WI 54449
(715) 305-8911

Building Address:
Lincoln Municipal Building
10905 Falcon Road
Marshfield, WI 54449
(715) 384-6981

Date rental agreement sent: _____

Date renter received agreement: _____

Renter: _____ Phone Number: _____

Renter's address: _____

Rental date: _____ Time: From: _____ To: _____

Purpose for rental: _____

Number of users: _____

RENTAL AMOUNT DUE (Must prepay): _____

DEPOSIT AMOUNT DUE (Must prepay): _____

Please make two checks payable to: Town of Lincoln – Municipal Building

RENTAL FEE WILL BE FORFEITED FOR CANCELLATIONS MADE LESS THAN 30 DAYS PRIOR TO THE SCHEDULED DATE.

SEE REVERSE SIDE

Effective 08/13/2013

RENTAL AND DEPOSIT FEES:

<u>Use</u>	<u>Rental Fee</u>	<u>Deposit Fee</u>
Adult Supervised Youth Groups (i.e. 4-H)	No Charge	No Charge
Full Day (Not to exceed 12 hours)	\$80	\$80
½ Day (Not to exceed 6 hours)	\$50	\$50

At the time a reservation is made two checks must be submitted (one for the rental fee and one for the deposit fee). The deposit check will be held until an inspection is made after the event. If the building is found to be in compliance with Rule #9 of the Lincoln Municipal Building Rules and Regulations, the deposit check will be returned. If the building is not suitably cleared and cleaned, the deposit fee will be forfeited. The renter has the option to donate the deposit fee to the Town of Lincoln if desired.

TO HOLD THE DATE AND TIME YOU RESERVED, PLEASE RETURN TO THE BUILDING MANAGER THE COMPLETED RENTAL AGREEMENT ALONG WITH TWO SEPARATE CHECKS (ONE FOR THE RENTAL FEE AND ONE FOR THE DEPOSIT FEE) WITHIN TWO WEEKS OF RECEIVING THE AGREEMENT. IF COMPLETED RENTAL AGREEMENT AND FEES ARE NOT RECEIVED WITHIN TWO WEEKS, THE RESERVATION WILL BE CANCELLED AND THE DATE MADE AVAILABLE TO ANOTHER RENTER.

THANK YOU FOR YOUR COOPERATION!

LINCOLN MUNICIPAL BUILDING RULES AND REGULATIONS ENCLOSED WITH RENTAL AGREEMENT _____

I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS AND AGREE TO THE CONDITIONS AND TERMS THEREOF.

Signature: _____ Date: _____

Renter will receive a copy of this contract, along with a receipt for your checks.