

**TOWN OF BERRY TOWN HALL  
USE AGREEMENT**

THIS AGREEMENT for use of the Town of Berry Town Hall, 9046 State Hwy 19, Mazomanie, Wisconsin 53560, is entered into between the Town of Berry and User on the date of signature below.

Town of Berry hereby grants User the right to temporarily occupy the Town Hall and shelter on \_\_\_\_\_, 20\_\_, from \_\_\_\_\_.m. to \_\_\_\_\_.m., but in any event not later than **11:00 p.m.** on the day of use. User shall have the right to use the Hall and shelter and its lawn and parking area but is specifically prohibited from entering any locked area including the Town Office. User agrees to use the Hall consistent with the Berry Town Hall Resident Use Policy which is attached to this Agreement, the provisions of which are part of this Agreement. Any violation of the Use Policy may result in the Town reasonably retaining all or part of User's Deposit for the Hall and/or seeking other charges from User.

In the event User needs to provide notice or has questions related to use of the Hall or shelter, User should call Berry's Town Clerk at 767-4152 during Business Hours. In the event of an emergency outside of Business Hours, User shall contact Brenda Kahl at 767-2822 or 279-2822.

It shall be User's responsibility:

1. If accessing the Town Hall outside of Business Hours, to unlock the Hall and disarm its security system; in order to do so, User will need to obtain in advance from the Town Clerk:
  - a. User's Assigned 4-digit Security Code;
  - b. Written directions for locking, disarming, arming and locking the Town Hall and its security system; and
  - c. A key to the Hall,
2. If vacating the Hall outside of Business Hours to lock the Hall and re-arm the security system; and
3. To return the key and written security system directions to the Town Clerk within five (5) days following User's use date.

**User hereby agrees not to duplicate the key or the security system directions.**

User agrees to indemnify and hold the Town harmless for any damage or injury to property or person occurring as a result of User's use of the Town Hall and shelter under this Agreement including damage to the Hall, shelter or the Town's property. User agrees to vacate, reasonably clean, lock, and secure the Town Hall and shelter no later than 11 p.m. on the date of use, leaving the property in the same condition it was in prior to User's use. Typical cleaning tools and supplies are at the Hall. If the Town is required to clean-up after User, it may charge User for clean-up costs. ***Note: User may want to roll away the carpet in the Hall as a precaution against damage including beverage spills.***

User shall pay the Town Clerk a Deposit in advance of the date of use and a Use Charge according to the schedule in the Use Policy. The Deposit will be returned to User after use if User has complied with this Agreement.

**USER:**

**TOWN OF BERRY:**

\_\_\_\_\_  
*signature*

**By:**

Brenda Kahl, Town Clerk

Date of signature:

Print Name: \_\_\_\_\_

**Amt of Deposit Received: \$** \_\_\_\_\_

Address: \_\_\_\_\_

**Amt of Use Charge Rec'd: \$** \_\_\_\_\_

Phone Nos. \_\_\_\_\_ (h) \_\_\_\_\_ (w)

User's Contact in Case of Emergency: \_\_\_\_\_ Phone No.:

Reason for using hall: \_\_\_\_\_