

AGREEMENT AND GUIDELINES FOR TABLE AND CHAIR RENTAL

Town Residents Only

Rent: \$50

Number of Tables: _____

Deposit: \$100 (Refundable—see below)

Number of Chairs: _____

By signing below, renter agrees to all of the following:

- All tables and chairs will be returned in the same condition they were borrowed in. Any table or chair that is damaged must be replaced with one of equal or better quality. Any damaged tables or chairs that are not replaced will be replaced by the Town at renter's cost; if not paid for, the cost will be placed as a special assessment on renter's tax bill.
- **NO BROWN TABLES WILL LEAVE THE HALL.**
- The tables and chairs should NOT GET WET. DO NOT transport tables and chairs in the rain.
- Tables and chairs must be put back in the same place that they were taken from. If the tables and chairs were set up at the Town hall prior to your removing them, it is your responsibility to set them back up as they were when you first arrived.

Being responsible will allow you and others to use the tables and chairs for future events.

Signature of Renter: _____

Rental Date: _____

Phone: _____

Return Date: _____

Please write two separate checks—one for rent and one for deposit—payable to Town of Bayview. Your deposit check will be returned to you if all tables and chairs are returned without damage.

To arrange for pick up and drop off of tables and chairs, please call the Town Clerk. If you are issued a key, you are responsible for it.

Please mail this form and payment to the Town clerk. You may wish to make a copy of this form for your own use.

Kim Suske, Clerk
Town of Bayview
PO Box 37
Washburn, WI 54891
715-373-5931

Effective 01/01/2011