

Town of Winchester
8522 PARK WAY, LARSEN, WI 54947
Town Hall Rental Rules and Requirements

Facility Info

1. Maximum Capacity: 182 Person
2. Tables: (15) 48" Round, (3) 30" x 96", (2) 36" x 72"
3. Approximately 100 chairs

Set-up and Use

4. Hours of use are 7 a.m. to 11 p.m.
5. No Smoking in the Town Hall
- 6. Tape, tacks or adhesives of any kind are prohibited from use on floors, walls and ceiling**
7. All chairs and tables must remain in the town hall
8. NO parking or driving on grass

Clean-up

1. All decorations must be removed from the premises immediately following the event
2. All tables are to be wiped clean
3. Floors are to be swept. Mopping is not required unless liquid / sticky spill(s) occurs
4. Kitchen counters and appliances must be cleaned
5. All food / beverages must be removed from refrigerator / freezer. Anything left behind will be disposed of
6. Dirty towels / dish cloths may be left on kitchen counter by sink for facility staff to launder
7. Dispose of trash and recyclables in dumpster / bins located on the northwest corner of the building
8. Replace bags in the trash / recycling cans—bags are available in the janitorial closet
9. All chairs and tables should be returned to original configuration
10. Clean bathrooms
 - Toilets / Urinals flushed and clean
 - Sinks and counters clean and wiped
 - Trash emptied and new bags in cans

Final Actions

1. Make sure the range is turned off
2. Turn off all lights in the hall, bathrooms and outside
The only lights which should be on are the center hallway light and the exterior motion activated light
3. Secure the building
 - Close and lock all windows
 - Check backdoor to confirm it is closed and locked
 - Both front doors secured and locked
4. Key(s) may be left in the secure drop-box by the front door of the hall and / or must be returned within 24 hours on town hall use

Disclaimer

1. If rules are not followed and requirements are not completed, leaving the facility in in "ready to use" condition, your deposit will not be returned
2. The facility renter is responsible for any physical damage to the town hall building or town property. Repair / Replacement cost will be determined and approved by the Town Board and the renter will be responsible for paying the full cost immediately upon completion of the repair / replacement

IN CASE OF EMERGENCY DIAL 911

Non-emergency Contacts

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| Office | 920.836.2948 |
| Clerk, Holly Stevens | 920.427.8330 |
| Darlene Bork, Facility Services | 920.836.2363 |

Revised and Adopted December 6, 2010
Updated January, 2011
Updated April, 2015
Updated July, 2016
Updated March, 2017