

**APPLICATION FOR USE OF AUBURN TOWN HALL**

**Name of Group** \_\_\_\_\_

**Meeting Date** \_\_\_\_\_ **Time frame of event-** from \_\_\_\_\_ until \_\_\_\_\_

**Contact Person** (must live in Town of Auburn) \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Fee Schedule:** **\$25.00/** day for Auburn Town resident

Additionally, a **\$50.00 deposit** is required. Please write 2 separate checks. This deposit  
Will be refunded in 10 days, if the hall is left in the same condition that it was found.  
Make check payable to **Town of Auburn.**

Renter agrees to leave the facility in the same condition\* as it was found and further agrees to be responsible for any damage done during use of the Town Hall. It is also understood that renters will be responsible for any extra cleaning necessary after use of the Town Hall. Any accidents or problems should be reported to the Town Clerk – 715.764.0427. If alcoholic beverages are to be served, Renter is responsible for related actions and/or possible damages. The undersigned responsible party has read the attached regulations pertaining to use of this facility and agrees to abide by their provisions.

**Signed by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Return application to:** Gary Davis  
618 26 ½ - 27<sup>th</sup> Street  
New Auburn, WI 54757  
(715.764.0427)

**or** townofauburn@bloomer.net

- \* Hall must be cleaned, vacuumed and all garbage removed.
- \* No tape or thumb tacks on the walls.
- \* Heat must be turned down to 60 degrees.
- \* Lock door and return key to Clerk.
- \* Hall will be checked for damages and deposit returned within 10 days.