

## VILLAGE OF MERRIMAC VILLAGE HALL USE POLICY

Thank you for reserving the Village Hall. We appreciate your support and hope you thoroughly enjoy your event here. Hall use policy is provided below. If you have questions please call the Village Hall at 493-2122.

**DEPOSIT:** A \$50.00 deposit fee is required to reserve the date. Deposit check should be made out to Village of Merrimac and is refundable upon final inspection by Village staff.

**RENTAL FEE:** Village resident fee is \$60.00/ Non-resident of Village fee is \$100.00. The check is payable to Village of Merrimac and it should be a separate check from the deposit check.

**REFUNDS:** In case of cancellation, permit fee can be refunded ONLY IF, at least 30 days prior to the date, written request and ORIGINAL PERMIT are received by the Village. A \$10.00 fee will be charged for administrative processing. The ORIGINAL PERMIT, a written request and a \$10.00 fee is required to change reservations.

**DAMAGES:** Renter shall assume all responsibility for any damages to building and contents. Damages will be assessed and charged to the renter.

**INJURY OR ACCIDENTS:** The Village of Merrimac is not responsible for any injury or accident which may occur during usage.

**BEER AND LIQUOR:** Beer and liquor may be served by private parties but **NOT SOLD**. The renter shall comply with Wisconsin State Statutes prohibiting the consumption of alcoholic beverages to minors.

**SECURITY:** Any certified law-enforcement officer may at his/her discretion, with probable cause, terminate the event.

**Closing Hour:** Closing hour of the Village Hall shall be 11:00 p.m.

**DECORATING:** Decorating for your event is allowed, however no tacks, nails, tape or screws shall be used on the walls, ceilings or floors. The renter shall remove any decorations placed for the event.

**KEY:** The renter shall sign for the key in advance and assume full responsibility for the security of the key. The key shall be returned to Village Hall staff no later than two days following the rental. For your convenience, there is a drop slot located inside the Village foyer (on the right wall as you enter) for returning the key.

(Rev. 6/1/16)