

# Caledonia Town Hall

## INFORMATION GUIDE

### Who is eligible to use the Caledonia Town Hall ?

#### **Group A**

Town Committees or individuals meeting or working on behalf of the Township.

#### **Group B**

Community Clubs who's membership consists primarily of Caledonia residents.

#### **Group C**

Charitable Benefits and Fund Raisers - If sponsored by a Caledonia resident and a minimum of 80% of funds raised are donated to a tax exempt charitable entity and as otherwise authorised by the Town Board.

#### **Group D**

Caledonia Residents or property owners for private use.

Persons renting the Town Hall must be at least 18 years of age. The Township reserves the right to deny use of the Town Hall to any individuals or groups in Groups B, C, and D as a result of their prior misuse of the Town Hall.

### Security Deposits, Rental Fees, & Rental Contract

#### **Group A**

*Security Deposit:* None  
*Rental Fee:* None  
*Rental Contract:* None

#### **Group B**

*Security Deposit:* Yes, \$ 50.00 (but can be waived by Town Board)  
*Rental Fee:* None  
*Rental Contract:* Yes, contract will ensure group is liable for any damage to Township property it may cause.

#### **Group C**

*Security Deposit:* Yes, Amount \$ 50.00  
*Rental Fee:* None  
*Rental Contract:* Yes

#### **Group D**

*Security Deposit:* Yes, Amount \$ 50.00  
*Rental Fee:*  
Half Day \$ 40.00  
Full Day ( over 6 hr.) \$ 50.00  
*Rental Contract:* Yes

Rental Contract: Yes

## Scheduling / Reservations

In General scheduling for the use of the Town Hall will be on a first come first served basis. However, scheduling for Group A activities will take president over all other scheduling.

Annual schedules for Group B Community Clubs should be submitted to the Town Board on or before January 15th of each year.

## Steps to Reserving Use of Town Hall

1. Call The Town Hall (742-4800) between 11:00-1:00 on Mondays or leave a message on the recorder. E-mail requests to [caltown@jvlnet.com](mailto:caltown@jvlnet.com).

In your request include the following information:

- ☞ Your Name
- ☞ Your Address
- ☞ Your Telephone Number
- ☞ Your Group Name (if applicable)
- ☞ Date Desired note please indicate if you need to have access prior to scheduled date for set-up & decorating.
- ☞ Time Desired (Town Hall is available from 7:00am to 11:30 pm)
- ☞ How Many Tables & chairs would you like
- ☞ Description of Activity

2. A notice confirming your reservation will be sent to you along with a list of the rules and rental contract.

3. Review the rules to ensure your use of the will comply with them. Complete and return the rental contract along with a deposit and fee, if applicable. To insure your reservation the contract, deposit, and fee must be received at least 14 days prior to your scheduled use.

4. Review the Rules of the Town Hall with your group or guests prior to or immediately upon beginning using the Town Hall.

5. At the conclusion of your event follow the  Clean-up Check List provided to insure that you receive a full refund of your deposit and maintain your eligibility to use the Town Hall in the future.

6. Your deposit will be returned to you shortly after the property has been inspected.

Contact me w/ questions:

TOWN OF CALEDONIA  
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