

TOWN OF TROY

After reviewing the information and the general rules and regulations attached, please sign and return to the Town Clerk. Completed application and estimated fees must be returned in order to secure the date requested. Failure to return contract and fees will result in denial of the permit.

LOCAL RESIDENT (PERMIT HOLDER) RESPONSIBLE FOR ACTIVITY

ADDRESS

PHONE (home) (work)

DATE(S) DAY(S) OF WEEK

From am/pm To am/pm
HOURS OF USE (Daily fee applies from 8:00a.m to 11:00p.m.)

Please check the following:

Facility Request (check) [] TOWN HALL [] TOWN HALL & KITCHEN [] OUTDOOR ACTIVITY
Special request for use of equipment: [] Chairs [] Tables [] Kitchen
Quantity requested: ___ Chairs ___ Tables

This facility will specifically be used for:

ESTIMATED FEES:

Damage Deposit \$200.00 Ck Number
Facility Charge \$100 (private functions) Ck Number
Meeting Charge: \$50 (Organizations) Ck Number

PLEASE WRITE TWO CHECKS - ONE FOR DEPOSIT, ONE FOR FACILITY CHARGE

You will be billed for any additional charges, if incurred, both payments will be due at the time of application. Damage Deposits refunded if facility is left in good condition.

I have read and agree to the general rules and regulations listed on the back of this application.

Applicant Signature Date

MAIL TO: Town of Troy, 654 Glover Road, Hudson, WI. 54016
Questions can be directed to the clerk at (715)425-2665

[] Application and Fees Received on by

TOWN OF TROY

General Rules for Permit Application and Use of Town Facilities

1. The Town Board reserves the right to refuse the use of certain Town facilities when it determines it would be in the best interest of the Town to do so.
2. All permits shall be revocable and shall not be considered as a lease. The Town Board or its authorized agent may reject any application or cancel any permit. It may be necessary, on occasion, to pre-empt usage for Town requirements.
3. Regular town activities shall have priority regarding the use of any Town facility.
4. Applicants will be informed by telephone or furnished a copy of the permit for the use of town facilities after approval is completed by Town Clerk.
5. Failure to notify Town Clerk of cancellation or reduction in time will result in original charge to the user.
6. The Town Clerk shall provide the proper key to the Town Hall for the user. An appointed person shall inspect the facility after use. This person will also order custodial work as needed after final inspection. Cost of custodial work and other charges are to be billed to the user.
7. The permit holder is responsible for the removal of all trash and refuse generated by the event.
8. Permit holders may not assign, transfer, sublet or charge a fee for the use of facilities. The permit holder must be a resident of the Town of Troy and must be on site during the planned function.
9. All local and state ordinance and laws of the sheriff and fire departments must be observed. Permit holders are responsible to provide competent and adequate supervision for all activities. All users must observe the rules for facility use as posted.
10. Furniture and equipment owned by the Town shall not be moved from the Town Hall unless approved by the Town Clerk.
11. Permit holders shall agree to indemnify and hold harmless the Town for any and all damages by any person or persons attending the activity, and indemnify the Town against any and all liability and any and all damages to any person or persons. Upon request, the permit holder must present a Certificate of Insurance or other evidence of ability to fulfill such indemnity, and the Town must be listed as an additional insured.
12. The permit holder shall assume full responsibility for any unlawful act committed in the exercise of the permit. The use of any intoxicating beverages or liquors anywhere in or on the premises is prohibited. Persons in attendance must confine themselves to areas assigned.