

**Town of Trade Lake  
Hall Rental Form**

The Town Hall is located at 11810 Town Hall Rd, Frederic, WI 54837 and reservations can be made by calling the Town Clerk or by email. The Town Hall can be rented by both residents and non-residents. Regular Town activates shall have priority regarding the use of the hall. The key can be picked up from the Clerk.

\*note-There is no running water or indoor plumbing. There are outhouses located next to the building. There is a coffee maker, microwave and small refrigerator for use. Bring your own water for the coffee maker and washing.

**Renters Responsibilities:**

The Trade Lake Town Hall is a Public Government Facility-NO SMOKING is allowed. The Town of Trade Lake is not responsible for any damage to equipment, supplies or missing items brought into the Town Hall by renters or their guests. Renter is responsible to provide adequate supervision for all activities. Renter is responsible for any damage to the Hall or its contents, you may be billed for costs of repairs. Please report any problems or potential problems to the Town Clerk. The Town of Trade Lake does not assume any liability on groups or individuals attending functions at the Town Hall, nor any injury to persons. The renter listed below shall assume full responsibility for any unlawful act committed during the function.

Before you leave the building: All trash must be taken with you. Please rinse out the coffee pot if used. Turn off all lights and furnace. Floor is swept if needed. Make sure the windows are closed and both doors are locked. Return the key to the Town Clerk.

**Renter Information**

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date and hours of usage: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_