

**TOWN OF MORGAN**  
**TOWN HALL RENTAL FEES**

<b><u>TOWN</u> <u>HALL</u></b>	<b>RESIDENT</b> DAILY RENTAL FEE	<b>NON-RESIDENT</b> DAILY RENTAL FEE	<b>SECURITY</b> <b>DEPOSIT</b>	<b>TOTAL DUE:</b>
	<b>\$100.00</b>	<b>\$150.00</b>	Same as rental fee	\$ _____

**PAYMENT**

**Full payment when making rental, including security deposit.**

**Check is made payable to: Town of Morgan.**

**Mail check and all signed forms to: Interim Town Clerk, 4093 Elm Lawn Rd., Oconto Falls, WI 54154.**

Rentals are made on a first come, first serve basis for current and upcoming year. Dates shall not be reserved unless all forms are signed, and full payment paid.

If rental throughout entire year, one check can be kept on file. A detailed list of days/times of use shall be provided.

Town Board reserves right to waive or modify rental and/or deposit fees charged for Town Charitable, Civic, or Nonprofit Service Organizations.

**SECURITY DEPOSIT**

Security deposit shall be charged for equipment, damage, keys, or clean-up costs (including not bagging garbage into receptacles provided), and returned only after the facility and equipment is inspected by Town Hall Coordinator. You shall be notified of loss of deposit, and billed accordingly.

Security deposit shall be returned within a week after the next scheduled Board Meeting.

**CANCELLATIONS**

If cancellation occurs **less than 30 days** prior to your reserved date, rental fees are non-refundable. Security deposit shall be refunded.

If cancellation occurs **more than 30 days**, 75% of rental fee will be refunded. Security deposit shall be refunded.

**KEYS**

A fee of \$500.00 shall be charged for lost keys.