

Town of Morgan
3276 County Road C, Oconto Falls, WI 54154

CONTACT: Erin Mooers, Town Clerk
TEXT or CALL: (920)846-0699 or
E-MAIL: MorganTownClerk@gmail.com

TOWN HALL RENTAL FORM

Person Renting Facility: _____
(This person is responsible for payment and use)

Address: _____

Phone Number: _____ **or** _____

Town of Morgan Resident? ☐ **Yes** ☐ **No** **If no, resident of** _____

Rental Date: _____

Number attending (approximate): _____

Time of Use: **From** _____**a.m./p.m. to** _____**a.m./p.m. (include set up & clean up)**

Type of Event: _____

Town Hall Rental Verification Statement

As official renter, or authorized designee, having read Town of Morgan Rental Policies and Procedures and Liability Agreement for governing use of Morgan Town Hall and adjacent walks and parking area, accepts complete responsibility. I further understand failure to list information requested, failure to sign forms, or falsification of any information will result in denial of rental.

_____ _____
(Signature of person responsible for renting Town Hall) **(Date)**

Office Use Only

Rental Fee Paid: _____ **Deposit Amount Paid:**_____ **( ) Cash or ( ) Check:** _____

Deposit Returned? ( ) Yes ( ) No **Deposit Amount Returned:** _____ **Check # issued:** _____