**Farmington Turner Society**

**Fillmore Turner Hall: rental contract**

**523 Highway H, Fredonia, WI 53021**

**(Located in Fillmore)**

**Hall Manager: (262) 483-2131** (call this number first)

**Hall: (262) 692-2113**

Thank you for booking your event at the Fillmore Turner Hall. The following is our rental contract details. If you have any questions, please call the hall manager at (262) 483-2131.

 Your rental fee for the use of the Fillmore Turner Hall is $750. The lower level only is $250. The hall fee will purchase a maximum of 12 hours the day of your event. For example, if you arrive to take pictures, get ready, or do any set up at noon, you must be out of the hall by midnight. After the DJ/Band stops playing, you will have a maximum of 1 hour to take decorations, gifts, food, etc. before the hall will be closed for the day. All events will end by midnight. If you want to retrieve any of the items the following day, it MUST be arranged in advance of the event. Otherwise, it needs to be removed at the end of the event.

User shall pay Fillmore Turner Hall rental fee and the fee must accompany signed rental agreement to reserve the selected date. This fee covers the facility for the day of your event, use of tables and chairs, set up of tables and chairs, up to three hours of decorating, and your names on the sign outside. For users who will have need of the facility the day before for a rehearsal of the event, an additional $100 will be charged in addition to the cost of a bartender for your event. Bartenders are $11 an hour. The number of bartenders needed will be decided hall management using the information we get from you. During winter months, if needed, an additional $100 will be charged for snow removal.

 User acknowledges and agrees that the deposit is **nonrefundable** and will be retained by the Fillmore Turner Hall if USER cancels this agreement for any reason. Should the type of your event change, the board will need to approve the change (i.e. wedding to party). This request must be made in writing and signed by both parties.

 We have two **EXCLUSIVE** caterers: Crave Catering LLC and Eden Meat Market and Catering. Crave’s phone number is (262) 732-3663. Eden’s is (920) 477-2711. We have a reciprocal agreement with this caterer in that they provide meals for our workers working your event and we provide beverages to their workers. This will happen at no cost to you. Their menus can be found on their website, [crave128.com](http://crave128.com/) and [edenmeat.com/eden-catering/](http://edenmeat.com/eden-catering/). If you do not see something you are looking for, just ask. They are very easy to work with. Pricing is size and menu dependent, but you can contact them for more information.

 User and primary suppliers (cake, music, decorators, florist, etc.) are required to inform Turner Hall of set up time. This will be needed at least TWO WEEKS prior to your event. You and the suppliers must meet at the set time. WE WILL NOT WAIT MORE THAN 15 MINUTES. If delayed, you must call and notify us. User has a 2 hour time frame for all deliveries. There will be a $25 fee charged for delay in time, whether it is arriving late or extending allotted time for set up.

 A clean-up fee may be charged at the end of the event, which will be at the discretion of the Fillmore Turner Hall. A fee will be charged for items broken or missing.

 User may decorate the hall with some parameters. ABSOLUTELY NO rice, confetti, glitter, nailing, or stapling can be used to decorate. The Fillmore Turner Hall has the right to remove any such materials that were not cleared with management. Candles may be used, however, they must be protected by a votive or hurricane. Decorating is limited to a three hour time frame. Should you need more time than that, you can purchase additional time. See the Decorating Policy for more information. All decorating must be done in one span of time. The three hours may not be spread over multiple days.

 The Fillmore Turner Hall will provide the licensed bartender for the free beer bar at users cost. The free beer/soda may be served either up or down stairs depending on crowd size and will be decided by hall management. Additional bartenders will be used as needed at the rate of $11 per hour. Fillmore Turner Hall management will decide number of needed bar tenders based on your information and their discretion. Your bar bill must be paid in full at the end of the night with cash or check.

 There are ABSOLUTELY no carry-in items allowed! This means BOTH the buildings and the grounds of the facility. Bar and liquor service is provided by the Fillmore Turner Hall. User understands that any beverage on the premises not provided by Fillmore Turner Hall will be CONFISCATED and the user will be charged for any and all such items. If you have a party bus, we are happy to keep your cooler of leftover beverages locked up safely until the end of your event.

 Fillmore Turner Hall reserves the right to deny liquor service to any person at any time. Fillmore Turner Hall reserves the right to remove from the facility any person displaying disruptive, threatening, or objectionable behavior at Fillmore Turner Hall’s sole judgment.

 Fillmore Turner Hall is not responsible for any items lost, stolen, or damaged in the facility during the function. Fillmore Turner Hall is not responsible for any items which USER or USER’S suppliers, agents, or guests leave in the facility prior to or after the event. Fillmore Turner Hall reserves the right to remove from the facility all items remaining in the facility after the function and dispose of such items in a manner which the management deems appropriate.

 If any part of the facility is damaged by the act of negligence of the USER, of the USER’S suppliers or guests, USER will pay the Fillmore Turner Hall upon demand such sum as shall be necessary to restore the facility to its condition prior to such damage.

 Fillmore Turner Hall or their photographer ­­may take pictures of the setup of or during your event. USER agrees that these pictures may be used online for advertisement purposes. USER may use any of these same photos for their own purposes.

**ALL BILLS MUST BE PAID IN FULL AT THE END OF THE EVENT!!!**

If you have further questions, please feel free to call us at (262) 483-2131.

Thank you for booking your event at the Fillmore Turner Hall.

**Farmington Turner Society**

**Fillmore Turner Hall: rental agreement**

**Hall: 523 Highway H, Fredonia, WI 53021**

**Mailing: 8482 County Road M, Fredonia, WI 53021**

**(Located in Fillmore)**

**Hall: (262) 692-2113 Hall Manager: (262) 483-2131** (call this number first)

*Please print all information at the top of the form clearly. We will use the spellings to put on the sign outside of the hall.*

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If wedding, will ceremony be on site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate number of people: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Users Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_&\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Home Phone: (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fillmore Turner Hall rental Fee $750**

This amount is due in full at time of booking.

Please make checks payable to Farmington Turner Society.

Paid by: \_\_\_Check (#: \_\_\_\_\_\_\_\_\_\_\_) OR \_\_\_ Cash

We/I have read and agreed to the terms in this rental agreement.

User: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**This signed agreement must be returned with the rental fee to ensure your desired date.**

An email receipt will be sent to you as confirmation of that date. If you would prefer a paper copy, please enclose a self-addressed stamped envelope.

**WE DO NOT ACCEPT CREDIT CARDS.**