



Blooming Grove Town Hall Rental

The town hall is located at 1880 S. Stoughton Road Madison, WI 53716, and reservations can be made by calling the town office at 223-1104 or emailing board1@blmgrove.com. The rental fee is \$50.00 for residents or \$75 for non-residents when not using the kitchen. The deposit when not using the kitchen is \$100.00. If using the kitchen, the rental fee is \$75.00 for residents and \$100.00 for non-residents. The deposit when using the kitchen is \$125.00. If you have any questions about renting, please contact the town office.

Please check one only

_____ Town Hall Meeting Room Only (resident)	\$50.00
_____ Town Hall Meeting Room Only (non-resident):	\$75.00
_____ Town Hall with kitchen (resident):	\$75.00
_____ Town hall with kitchen (non-resident):	\$100.00

Before using the town hall

The town board room can hold about 50 people comfortably (give or take a few). If you only require chairs, you can fit almost 75 people, but it will be tight.

You will be given the key code for the door when you pay for the town hall. If you forget the code, or lose it, you may call the town hall before noon on Friday for the code.

When using the town hall:

Utilize the front parking lot and the side lot closest to the town hall. The parking closest to the fire station is for the firefighters and EMS personnel only.

There are 2 bathrooms available in the building. Each will be stocked with supplies. Should anything run out while you are here, please call the fire department at 222.4155 and they will come down and restock the supplies for you.

If you've rented the kitchen, you may use any part of the kitchen you like. There is an oven, refrigerator with freezer, microwave, sink, and dishwasher. There are also plenty of cooking utensils as well as pots and pans. These are all at your disposal.

If you need more chairs, there are 15 located in the board room behind the white blinds on the left and right sides of the cabinets. Return them when finished.

Alcohol consumption in the town hall is not permitted unless authorized by the town board. If you would like to consume alcohol, you must appear before the town board and give the details of your event.

Before you leave the building:

All trash must be placed trash can in the kitchen. If you have glass, plastic, or paper that needs to be recycled, place it in the recycling bin in the Public Works Bay to the left of the door (through the hallway). Any additional trash that will not fit in the trash may be placed in the dumpsters along Allis Ave (old Public Works building).

The kitchen should be cleaned and wiped down. All dirty dishes need to be cleaned of food and loaded into the dishwasher. Use a Cascade Gel Pac to clean them located to the right of the sink. Once the dishwasher has finished, put all the clean dishes away before leaving.

The room should be put back the way you found it. A diagram is provided to show how the room was originally set up for town board meetings.

Turned off all lights, heat or air conditioning, and make sure all kitchen supplies are put back in the respective cabinets. Most important of all, make sure the front door is shut **and locked**.

After you've rented the town hall

The Monday (or Tuesday in case of a holiday) after you've rented the town hall, it will be inspected to make sure everything was returned back to the way it was. If any of the guidelines are not followed, a portion, or all of your deposit will be forfeited. If there is damage done to any of the building, beyond what your deposit covers, you may be responsible for it.

Upon inspection of the town hall, your deposit check, or portion of, will be mailed to you in approximately 1 week.

Renter Information

Name of Organization: _____

Address: _____

Contact Person: _____ Phone: _____

Date(s) and hours of Usage: _____

Event Type: _____

Signature: _____ Date: _____

*****Office Use Only*****

Approval Conditions: _____

Approved By: _____ Hall was Inspected On: _____ By: _____

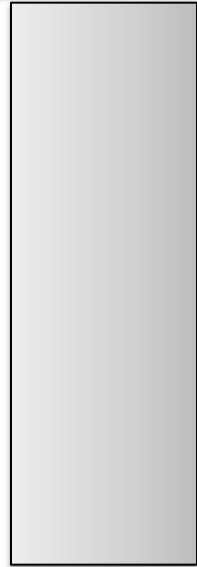
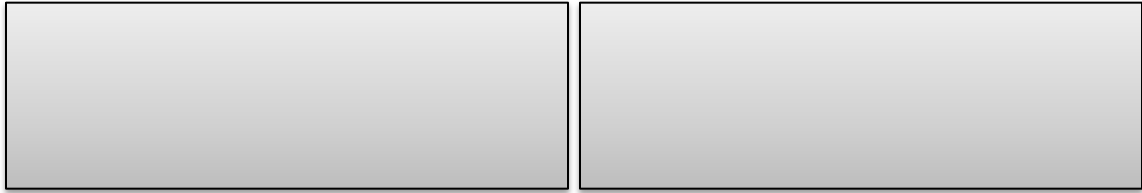
Damage: Yes/No Describe: _____

Date: _____ A Refund in the Amount of \$ _____ is authorized by _____ (initials).

Original board room set-up

X

X



X

X

X

X

X X X

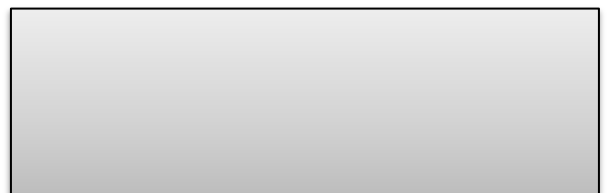
X X X

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X = A Chair

X X



X