

NEKIMI TOWN HALL RENTAL GUIDELINES

1. Hall rental is for residents only for personal events such as family gatherings. No commercial/business events are allowed.
2. Rental fee:
 - a. **\$125** for **town** residents only.
 - b. Fee to be paid by **check only, payable to Town of Nekimi**. Checks must be submitted by a Town of Nekimi resident/address. A \$25 refund will be issued upon satisfactory inspection of hall by. Refund will be issued by the Town Board at the next monthly meeting.
 - c. Fee to be paid in full at time of reservation. No refunds if cancelled more than 1 month from rental date or no show.
3. The key can be picked up the day of the rental. The key can be returned the following morning after rental. *Unless special arrangements are made with the Nekimi Town Hall facilitator.*
4. Renter is expected to clean the facility to the level of cleanliness as when it was rented. 3 rows of tables with 2 tables on each side with 2 chairs on one side of the table facing the white board. *Note: The hall must be cleaned the day of the event unless arrangements are made with the Nekimi Town Hall facilitator.*
5. **Roasters, crockpots and coffee makers can only be plugged into the outlets in the kitchen. Do not plug in these items in the hall, fuses will blow.**
6. **Renters must remove their own garbage from the premises. Your refund depends on it!**
7. Renter is responsible for any unreasonable damage. Report any potential problems prior to use.

Please contact the Nekimi Town Hall Facilitator, Kelly Potratz at 920-216-4075 or email kellypotratz@yahoo.com for rental inquiries.