

Grant Town Hall Rental Guidelines

Please review this list of town hall rental guidelines to ensure all items are completed prior to returning the key. Thank you and enjoy your event!

- ◆ The Grant Town Hall is available for rental to Town of Grant residents only.
 - ◆ The rental fee is \$35.00 and is due at the time the reservation is made.
 - ◆ Cancellation Policy: One-half the rental fee is refunded if the reservation is cancelled thirty-one (31) days or more before the reserved date. There is no refund of the rental fee if the reservation is cancelled less than thirty (30) days before the reserved date.
 - ◆ Renters will be held responsible for any property damage.
 - ◆ The contact person for town hall reservations is Audrey Pockat at (715) 754-5319.
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- ✓ Remove all personal belongings, decorations, food, etc. upon leaving. Items remaining the next morning will be set outside to facilitate cleaning.
- ✓ All garbage must be removed by the renters. Don't forget the waste baskets in the bathrooms.
- ✓ The kitchen area should be cleaned and all utensils returned to the proper place.
- ✓ All chairs must be placed back into the chair racks in an orderly fashion.
- ✓ Do not apply tape to the painted walls.
- ✓ Reset the thermostat according to the posted directions.
- ✓ Close all the windows.
- ✓ Lock all the doors.
- ✓ Return the key.

We hope you enjoyed your event at the Grant Town Hall. If you have any suggestions or comments, please contact Audrey Pockat or a town board member.

Grant Town Board