

**TOWN OF RIPON**  
**TOWN HALL RENTAL APPLICATION**

N8191 Douglas St., Ripon, WI 54971  
920-748-6687

**Date Requested:** \_\_\_\_\_ **Time (approx.) from:** \_\_\_\_\_ **to** \_\_\_\_\_

**Name of Applicant or Organization:** \_\_\_\_\_  
Please print

**Name of person responsible:** \_\_\_\_\_  
Please print

**Address:** \_\_\_\_\_  
City State Zip

**Telephone #** \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

**Type of Function to be held:** \_\_\_\_\_

**Number of people expected at function:** \_\_\_\_\_ (the hall has a seating capacity of 74)

**What items will be brought in to the hall for the activity:** \_\_\_\_\_

The undersigned agrees to indemnify and hold the Town harmless for any damages or injuries arising out of the undersigned's use of the Town Hall. I also state that I have received, read and initialed a copy of the Rules and Regulations

**Signature of Applicant:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Signature of Clerk:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**YOUR APPLICATION IS NOT CONFIRMED UNTIL THE TOWN HAS RECEIVED YOUR CHECKS**

\_\_\_\_\_ Certificate of Insurance provided (proof of Homeowner's or Renter's Insurance)

**Make Checks payable to:** [Town of Ripon](#)

\_\_\_\_\_ \$100.00 Rental Fee – Residents of Town of Ripon: Cash \_\_\_\_\_ Check # \_\_\_\_\_

\_\_\_\_\_ \$125.00 Rental Fee – Nonresidents of Town of Ripon: Cash \_\_\_\_\_ Check # \_\_\_\_\_

\_\_\_\_\_ \$50.00 Damage Deposit (residents and nonresidents): Cash \_\_\_\_\_ Check # \_\_\_\_\_  
(will be refunded if and when it has been determined that the hall was left in satisfactory condition and all rules and regulations were complied with)

\_\_\_\_\_ Total Received

**Received by:** \_\_\_\_\_ **Dated:** \_\_\_\_\_  
Town Clerk

**INSPECTION AND REIMBURSEMENT**

**Inspection Date** \_\_\_\_\_ **By** \_\_\_\_\_

**Building left in satisfactory condition:** \_\_\_\_\_ YES \_\_\_\_\_ NO

**Comments:** \_\_\_\_\_

**Date of Refund:** \_\_\_\_\_ **Amount \$** \_\_\_\_\_ **By:** \_\_\_\_\_

*Return this form with deposit to: Town of Ripon, c/o Clerk Cindy Beier, N8191 Douglas St., Ripon, WI 54971*