



## *Town of Westport*

### Town Board

Dean A. Grosskopf, Chair  
Terry Enge  
Kenneth R. Sipsma  
Mark A. Trotter  
John Cuccia

Kennedy Administration Building  
5387 Mary Lake Road  
Waunakee, WI 53597  
Office: (608)849-4372 \* Fax: (608)849-9657  
[www.townofwestport.org](http://www.townofwestport.org)

#### **Office Hours:**

Mon - Thur 8:00 am - 4:30 pm  
Friday 7:30 am - 12:00 pm

Thomas G. Wilson  
Attorney/Administrator/Clerk-Treasurer

Robert C. Anderson  
Utility, Finance, & IS Manager, Deputy  
Clerk/Treasurer

Jessica J. Frey  
Executive Assistant

## **RENTAL FEES SCHEDULE**

### **MEETING ROOM & KITCHEN**

**Rental: \$150.00/day - Deposit: \$400.00**

Rental will be in increments of one day, to be considered as follows:

Friday: 3:00 pm - Midnight  
Saturday & Sunday 6:00 am - Midnight  
(Unavailable during normal office hours Mon-Fri)

### **KITCHEN**

**Rental: \$ 100.00/day - Deposit: \$250.00**

Rental will be in increments of one day, to be considered as follows:

Friday: 3:00 pm - Midnight  
Saturday & Sunday 6:00 am - Midnight  
(Unavailable during normal office hours Mon-Fri)

### **PARK SHELTER**

**Rental: \$ 50.00/day - Deposit: \$100.00**

Rental will be in increments of one day, to be considered as follows:

Monday - Sunday: 8:00 a.m - 9:00 p.m.

**RENTAL AGREEMENT  
PLEASE READ**

**RENTAL POLICIES AND PROCEDURES**

**Rental Available to Town of Westport Property Owners Only Age 21 or older**

No glass containers, no smoking and no pets allowed

Deposits accepted 90 days in advance

A \$50 Cancellation Fee will be assessed for late cancellations

1. If needed any deductions will be taken from the deposit, and if exceeded, will be billed for:  
-Any clean up and/or room restoration done by the Town at a cost of \$50.00/hour. (1 hr min.)  
-Any broken, damaged, stolen or vandalized items
2. Fees and deposits, policy & procedure acknowledgment, sign reservation, and tour of the facilities, should be scheduled a minimum of 24 hours prior to the event date.
3. Set up and or storage prior to your rental date may be allowed with approval.
4. You are not allowed to use nails, tacks or any other items that will puncture the walls.
5. It is the renters responsibility to contact the Town to have the heat/air conditioning turned on when needed and shut down when completed at least 24 hours prior to the event date.
6. Tables and chairs in the meeting room may be used as needed, but will need to be wiped down and returned to the original placement when event is completed.
7. Supplies will not be furnished by the Town (cups, toilet paper, garbage bags, etc.)
8. The kitchen appliances, cupboards, counter tops, etc., may be used as needed, but will need to be cleaned out and wiped down when event is completed.
9. The meeting room/kitchen/town hall/park shelter will need to be restored to the original state upon completion of the event and any items/supplies that are brought in must be removed, as well as all waste generated. The Meeting Room will need to be vacuumed as necessary. Garbage needs to be removed and disposed of.
10. Park Shelter bathrooms are open to the public and allowed access at all times.
11. The key must be returned to the Administration office by 8:00 a.m. the following business day or can be dropped into the payment drop box (adjacent to the office door) following the event.
12. Due to use of other recreational facilities, parking may be a concern.
13. Cancellations must be given at least 14 days in advance of your event.

Upon inspection without incident and return of the key, the deposit can be picked up after two (2) business days following the event, any checks not picked up within five (5) business days will be shredded in office. If deductions are made and do not exceed the deposit, a check will be issued after the next Town Board meeting; which are held the first and third Monday of each month.

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**I hereby acknowledge that I have read and understand the above Town of Westport Rental Procedures and Policies and agree to the terms.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

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

Deposit Check # \_\_\_\_\_ \$ \_\_\_\_\_ Rental Check # \_\_\_\_\_ \$ \_\_\_\_\_ Approved by: \_\_\_\_\_

Notes: \_\_\_\_\_

## Checklist for Facilities Rental

- Must be a Town of Westport property owner 21 years or older
- Time and date of event \_\_\_\_\_
- Rental fee payment - needed ASAP within 90 days of event
- Review guidelines and sign contract
- Key must be picked up before noon on the Friday prior to event
- Deposit check to be paid at time of key pickup
- Supplies - garbage bags, toilet paper, etc., will not be supplied
- Soccer - parking issues
- Heat/air conditioning
- Furniture restored to its original placement (see posting in meeting room)
- Cleaning - wipe everything down
- Extra tables and chairs - must be put away
- Vacuum all carpets as necessary
- Garbage - must be removed

\*\*\*RESIDENT COPY\*\*\*

## RENTAL POLICIES AND PROCEDURES

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