(**Revised: Sept. 1, 2026)**

Newbold Community Center
RENTAL GUIDELINES

1. All dates must be confirmed in advance by the Town Clerk or Town Treasurer. A key may be obtained through the Clerk the week of your event. Call:

   Kim Gauthier, Newbold Town Clerk 715-362-1092 or
   Jodie Hess, Newbold Town Treasurer 715-282-2052

2. All users shall sign a Rental Agreement and Provide the Established Fees prior to use.

DEPOSIT

A deposit of **$300**, in the form of a check made out to **Town of Newbold**, or cash is required to hold a date for use. Mail to: Clerk, 6103 Point Dr., Rhinelander, WI 54501. *Or* place in Drop Box at community center and let staff know.
The deposit will be returned by mail after the key is returned (if issued) and upon inspection to ensure the area of use is picked up, and no damage has been incurred.

RENTAL RATES

Community Center -*maximum 100 people*:

Resident/Taxpayer	**Non-Resident**
$200/day*	**$450/day***

Conference Room only - maximum 12 people:

Resident/Taxpayer	**Non-Resident**
$50/day*	**$100/day***

Non-Profit Organization= $100/day or $50/half day (up to 4hrs.) *

Funeral luncheon- no charge to town residents*

Fire Department volunteers – no charge if for immediate family use*

A Deposit of $300 is required for ALL above users.

NEWBOLD TOWN COMMUNITY CENTER RENTAL AGREEMENT

This agreement is being made between the Town of Newbold and _____ **(name)**
for use of the Town Community Center on the following date: _____

from_____ **(time).** Group size of approximately _____ people.

I acknowledge and agree with the following:

1. Fire doors and lanes must not be blocked (including the fire station building). All expenses and/or damage to removing cars will be the Renter's responsibility.

2. Alcohol is allowed, if served free by invitation (when license is not required). Renters are responsible for controlling use, and all events must cease by 12:00 a.m., midnight.

3. **Prior to leaving the building Renter must:**
   - A. Place all chairs, tables, dishes and furnishings back to where they were when renter first arrived, or to their designated storage areas.
   - B. Place dirty towels/linens on the countertop by the sink.
   - C. Take out trash and place it in the outdoor dumpster behind the fire department. Recyclables under the pavilion, bagged and tied.
   - D. Take any food you have brought with you.
   - E. Close and lock all windows (leave closed if A/C is on).
   - F. Lights will turn off automatically and thermostat will go back to programmed temps.
   - G. Close and lock front and side doors when leaving.
   - H. Deposit key in the drop box (if issued).

4. Renter will be held responsible for any damage to the premises or equipment and the expense of collecting those damages will be deducted from the security deposit. If damages and/or cleaning exceed the amount of the security deposit, you will be responsible for the additional fee.

5. The Town of Newbold is not responsible for any property left at the Community Center.

6. Decorating: **No tacks or tape** will be used on any hall ceiling tile or walls. All decorations must be taken down after the event.

7. Deposit of $300 will be held until the key is returned, garbage removed, and inspection is satisfactory.

8. Renter agrees to indemnify Town of Newbold, its employees, directors, officers and trustees harmless against and from all claims, actions, damages, liability and expenses in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or at the rental facility. In case Town of Newbold, without fault on its part, be made a party to litigation commenced by or against Renter, then Renter shall protect and hold Town of Newbold harmless, and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by Town of Newbold in connection with such litigation.

I have read and agree with the above conditions of the rental agreement.

_____ _____

Name of responsible party Address

_____

Phone number

Deposit of $300.00__ Check #_____ Date Pd _____

Rental Fee $_____ Check #_____

Town Official: _____ Date: _____