



TOWN OF MAGNOLIA
Request to Reserve/Use Town Hall at
14729 W. County Road A, Evansville, WI 53536

The Magnolia Town Hall can be reserved and used by a resident or property owner of the Town of Magnolia with no fee charged. Use by non-residents will be charged \$50 to be paid at time of reservation. A \$50 refundable deposit is required to be paid at the time of reservation. The deposit will be returned after the event if the Town Hall is cleaned and left in the condition it was found.

Please fill out this form and return with \$50 deposit for residents and \$100 for non-residents to:
Graceann Toberman, 13343 W County Road B, Brodhead, WI 53520.

I agree to the following rules for use of the Town of Magnolia Town Hall:

1. No alcohol can be brought in or used at the Town Hall.
2. No smoking.
3. No removal of chairs, tables or coffee pots. Everything in the Town Hall is property of the Township and must remain in the Town Hall.
4. No attaching items to walls
5. Must clean the hall, including sweeping and mopping the floor after use.
6. Take all garbage and trash with you. Do not leave anything in the refrigerator.
7. Put tables and chairs away neatly.
8. Make sure the windows and doors are shut and locked properly when you leave.
9. Turn the thermostat down to 55 degrees.
10. Leave the building in the condition you found it.
11. Limit Sunday morning use to quiet activities to respect the church services across the road.

Person requesting: _____

Contact Phone Number: _____

Date/Time Requested: _____

Please indicate when hall needs to be unlocked/when expected to be finished:

Would you like to have this event on the Town Website Calendar? Yes or No

If so, what title/time should be specified? _____
(i.e. Craft Show 9:00 AM to 4:00 PM)