



# Town of Baileys Harbor

2392 COUNTY RD F, • PO BOX 308 • BAILEYS HARBOR, WI 54202 • DOOR COUNTY, WI

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## BAILEYS HARBOR TOWN HALL USE RULES

The Town of Baileys Harbor for the safe and efficient use of the town hall adopts the following rules:

- **Decorating:** Please use the aluminum/cork rails provided for hanging posters, pictures etc. No nails, thumbtacks, etc. are to be used on the walls, woodwork or light fixtures, nothing should be attached to the stage curtains, and no glitter/confetti may be used. Decorations may be added to the entrance hall, any items that are hung from the ceiling either in the entrance hall or auditorium would have to be installed by the Baileys Harbor Maintenance Dept. and will be billed accordingly. No natural vegetation with staining properties can be used in any decoration. Remove all decorations before leaving the hall.

- **Furnishings:** No chairs or tables are to be removed from the building. Please wipe off all tables and chairs and leave the hall as you found it. If you set up extra tables or chairs put them back where you found them.

- **Kitchen:** No silverware, china, coffee pots, etc. are to be removed from the building. All dishes and utensils must be washed in the dishwasher on the SANIWASH cycle. All items must be put away in their proper place. If items are left out or not washed you will be charged a \$35.00 cleaning fee. Be sure the range/oven, counter tops and refrigerator have been wiped clean and floors have been swept and any spills have been cleaned up. You must provide your own detergent, towels and garbage bags. Make sure filled garbage bags are securely tied shut; they will be disposed of by the Baileys Harbor Maintenance Department.

- **Alcoholic Beverages:** If alcoholic beverages are to be served the town board must receive a "Certificate of Insurance" to cover liability. When you fill out your application and return it with your check for the fee cost and deposit, please include your insurance certificate in order to guarantee your reservation.

- **Misplaced items:** Please make sure all of your personal items go home with you. Any items left behind will be held for 48 hours, after that they will be disposed of.

**DO NOT USE ANY PRODUCTS FROM CABINETS (OR FROM REFRIGERATOR) MARKED "PROPERTY OF THE SENIOR CENTER". IF THIS HAPPENS YOU WILL BE CHARGED AND IT WILL BE DEDUCTED FROM YOUR DEPOSIT.**

**ABSOLUTELY NO PETS OF ANY KIND ALLOWED IN THE BUILDING EXCEPT GUIDE DOGS.**

**NO SMOKING IS ALLOWED IN THE BUILDING**

**FUTURE USE OF THE HALL MAY BE PROHIBITED TO ANY ONE WHO DOES NOT OBSERVE THE ABOVE REGULATIONS**

We hope you enjoy using the Baileys Harbor Town Hall and appreciate your cooperation with the rules.