

*Recapturing Our  
Historical Look...*



Memorial Town Hall for Ephraim, Wisconsin.



*Improving Services  
For Our Future ...*



**VILLAGE OF EPHRAIM**

For Reservations...  
Ephraim Administrative Office  
Po Box 138

Contact: Susan Shallow  
Phone: 920-854-5501

# HALL RENTAL HANDBOOK



**Tel: 920-854-5501 For Reservations**

## Notes:

The Ephraim Village Hall is located at 996 Water Street on the Village Waterfront.

There are 21 tables and 196 chairs available for your use within the hall.

An elevator is on premises and located at the rear of the building..

Parking in our downtown area can be a challenge so plan in advance.

The Ephraim Village Hall is a great and affordable place to have your next meeting, training session, Wedding Reception, theater production, concert . Seating capacity is 227.

Reservations for the hall fill up fast for the summer months so complete your application soon.



## The State of Wisconsin...

Has designated our kitchen as a warming or serving, occasional, non-restaurant facility. As such, the State does not require the Village of Ephraim to have a vent hood fire prevention system above the range cooktop or the oven. There is a Class ABC fire extinguisher on the wall next to the refrigerator in the event of an emergency. If you have any type of fire in the kitchen you must notify the Fire Department by dialing 911! Cooking activities that produce any amount of splattering of hot grease such as sautéing, frying and broiling is strictly prohibited in our kitchen. This activity must be performed elsewhere and those cooked items may then be brought into our kitchen to be warmed prior to serving.

## Contract, Fees and Deposits...

- Please fill out your Rental Agreement completely and return it to the Village Office with your deposit fee. We must have a contact number where you can be reached.

- There is a \$250 deposit fee required for all renters of the hall. After your rental, the rental and maintenance fees will be deducted from your deposit and the remainder, if any, will be returned to you or if your rental exceeds the deposit you will be invoiced.

- If you are applying for a rental as a non-profit organization, the Village requires a copy of your 501(c) (3) certificate. The Board will review your request for waiving all or part of your fees.

- If there is clean-up costs or damage in the Hall caused during your rental, those costs would be deducted from your deposit. If the damages exceed the deposit you will be billed for repairs.

**All event Set-Ups are the renters responsibility.**