



Hall/Grounds Rental Facilities

Effective January 1, 2023

General Information

- Time of use must include set-up and clean up time.
- Signed contract and payment (see below) must be submitted before an event will be placed on the calendar.
- **\$150 Security Deposit** is added to all rentals (\$100 for nonprofits) and is a refundable deposit paid with the rental fee at the time of reservation. Please write a separate check for this amount. This check will be reimbursed or destroyed after the key is returned and the cleaning staff reviews the rental property.
- Renters who do not live in the Town of Jackson (Resident = R) must pay the Non-Resident (NR) rate.

Town Hall – Capacity in dining room 80 seated at tables, 175 chairs only

Includes usage of dining room, bathrooms, kitchen, fireplace room, mural room and patio.

- **Monday – Thursday** 4 hours or less \$100 R/ \$125 NR
Greater than 4 hours \$135 R/ \$160 NR
- **Friday – Sunday** 4 hours or less \$150 R/\$175 NR
Greater than 4 hours \$250R/ \$275 NR

New Conference Room – Capacity 20 seated at tables, 42 chairs only

Includes kitchenette

\$50 R/\$75 NR

Board Room - Capacity 59 seated at tables, 126 chairs only

\$50 R/ \$75NR

Pavilion

Available only when the Jackson Youth Baseball Association is not using. \$100 R/\$125 NR

Grounds/Fields

Available only when the Jackson Youth Baseball Association is not using. \$100 R/\$125 NR

*Rentals by nonprofit, schools and civic groups may receive a reduction in rental charges at the discretion of the Town Board. Please call for more information.

Town of Jackson – 3146 Division Rd, Jackson WI 53037

(262) 677-0871

treasurer@townofjacksonwi.gov

www.townofjacksonwi.gov