



## Hall/Grounds Rental Facilities

Effective January 1, 2025

### *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 \$125 R/ \$150 NR  
Greater than 4 hours \$160 R/ \$185 NR
- **Friday – Sunday & Holidays:** 4 hours or less \$175 R/\$200 NR  
Greater than 4 hours \$275R/ \$300 NR

**\*\*\*Bar Rental** added on to any Town Hall Rental: \$150 \*\*\*

### **Small 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

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