

Village of Wrightstown Community Room Rental Agreement

352 High Street, Wrightstown, WI 54180 Phone: 920-532-5567

Non-Commercial Agreement

Renters Name _____

Address: _____ Phone # _____

Date of Rental: _____ Time: From _____ To _____

Number of people attending _____ Alcohol Permit \$5.00 fee _____

Event Special Approvals Requested _____ Type of Event _____

RENTAL FEES: Village Residents - \$75.00 / 5-Hour Period Non-Residents - \$125.00 / 5-Hour Period
Additional Time \$25.00 per hour (approved in advance)

POLICIES AND REGULATIONS

- **Reservations:** Reservations for facilities are on a first come-first serve basis and may be made no more than one (1) year in advance. The adult signing the reservation form is the duly authorized representative for the group and is responsible for any and all damages, missing items and clean up.
- **Hours:** The Community Room is available for rental on weekends and holidays between the hours of 8:00 am to 10:00 pm for festive events. It is also available during regular business hours M-F for training and civic-related seminars and training sessions. No sales or solicitation for sales may be conducted. Premises must be cleaned and vacated within the period of time rented, unless permission has been granted by the Village of Wrightstown. Any time extension approved will be considered as including clean-up and vacating the premises by said extended time and will be prompt.
- **Rental Fees:** The rental fee must be paid in full when making your reservation. Dates will not be reserved until required payment is received. There shall be no fee for Village of Wrightstown non-profit organizations or local youth groups through the schools on Monday through Thursday.
- **Cancellations:** If a cancellation is made at least two weeks prior to the scheduled event, the rental fee, less a \$25 processing charge, will be returned. All fees are non-refundable if cancellation is made less than two weeks prior to the scheduled event.
- **Keys:** A Key Fob will be issued to turn off security and gain entrance to the building and a key will be issued to "lock open" the entry doors for guests and to lock the building during final exit. (Instructions will be given)
- **Security Deposit:** A security deposit will be charged to all groups occupying the facility for keys, equipment, damage and/or clean-up costs and will be returned after the facility and/or equipment is inspected by Village staff and is found in good condition. The security deposit will match the rental fee (except for non-profit and youth organizations where a flat fee of \$25.00 will be charged as a standing security deposit) and must be paid in full when picking up the keys. A separate check must be written for the security deposit.
- **Set up, Clean up and Damage policy:** The Renter is required to set up and take down all tables, chairs and personal equipment. Renter is responsible for cleaning all areas utilized, including wiping off tables and chairs, sweeping, taking care of spills, spot mopping floors, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses, or damages, over and above the security deposit, as well as be subject to loss of future rental privileges. The Village of Wrightstown is not responsible for any equipment or items left behind.
- **Decorating Information:** All decorations will be limited to placement on tables or countertops. Lighted candles, dance wax or any other type of dancing compounds are not allowed. Decorations must be removed immediately following the event by the renter.
- **Pets:** No dogs, cats or pets are allowed in Village Hall. An allowance will be considered for service dogs with advance notice.
- **Smoking policy:** Smoking is prohibited on the premises and grounds at all times.
- **Alcoholic Beverages:** No alcoholic beverages are allowed in any Village facility except by special permit of the Village of Wrightstown. (Permits cost \$5.00 and are available at Village Hall)
- **Noise Control:** The Renter shall comply with all noise ordinances established by the Village of Wrightstown. If noise levels exceed those provided in the ordinance, the police shall advise the person in charge of the event that the volume is to be reduced. If the renter fails to reduce the sound volume to a legal level, after being advised to do so, the renter shall be subject to all penalties as provided in the Municipal Code, the event

may be terminated, and the applications for future use may be denied. No bands, stereos or any other amplifying devices are allowed in Village Hall unless prior approval has been granted.

- **Sale of Concessions, Etc.:** Sales of any kind are not permitted in Village of Wrightstown facilities.
- **Admission fees:** No admission fees, donations, or contributions shall be collected or be permitted to be collected by the Renter unless authorized by the Village of Wrightstown.
- **Parking:** Parking of cars shall be only in areas designated and authorized by the Village of Wrightstown. No motorized vehicles are allowed to be parked or driven on non-paved areas. No blocking of access to Village garage will be permitted.
- **Violations:** Any violation of the above rules and regulations may subject all permits to be revoked and the event to be canceled or terminated by the Village of Wrightstown, without any liability to the Village for any anticipated or actual damage or loss incurred. Each Renter agrees to hold the Village of Wrightstown, its employees, representatives, or agents harmless for any such damage or loss. Any violation of these rules may be grounds for the denial of future requests by the Renter for use of Village owned buildings or facilities. **No illegal activities will be allowed and violators will be prosecuted to the extent of the law.**
- **Capacity:** The capacity for rental groups is limited to the number of designated tables and chairs. (currently established as 60). Renter is not permitted to bring in own tables or chairs.
- **Supplies:** Renters must provide their own supplies, i.e., paper plates, utensils, condiments, etc. Any Village items stored in cupboards are deemed off-limits to Renters.

GENERAL INFORMATION

- Garbage carts with plastic bags will be provided for the area.
 - User of facilities will be responsible for cleaning and putting trash in carts.
 - Village employees will be responsible for emptying the garbage carts.
- Refrigerator, microwave, and sink are available for use; tables and chairs will be provided.
- The fob and key must be returned to Village Hall by the following Tuesday after the event.
- Restrooms are available.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

- The Renter agrees to indemnify and hold harmless the Village of Wrightstown, its employees, officials, officers, agents or agents' employees from all loss, damages, liability or claims arising out of Rental Date operations and/or use of the premises, except to the extent same are caused by negligence or misconduct of the Village of Wrightstown.
- The Renter agrees to handle, respond to, investigate and defend, at its sole expense, any claim or alleged claim made against the Village of Wrightstown, its employees, officials, officers, agents or agents' employees arising out of the conduct of Rental Date operations and/or use of the premises.
- The Renter shall bear all other costs and expenses related thereto. The Village of Wrightstown shall have the right to approve any legal counsel selected to defend the Village of Wrightstown in such claim or alleged claim.
- It is understood by the "Renter" that he/she is held personally liable and responsible for their group and attendees for complying with the Rules and Regulations of this Rental Agreement.

Renter's Signature

Date

Village Designee

Village Employee Inspection

Date

For Office Use Only

RENTAL FEE: AMOUNT PAID:\$ _____ Liquor \$: _____
SECURITY DEPOSIT: AMOUNT PAID:\$ _____
DATE PAID: _____
DATE DEPOSIT RETURNED _____

Department Notifications:
DPW _____
Police _____