

COMMUNITY CENTER - RENTAL PERMIT

531 N Nash St, Hortonville WI 54944

RETURN THIS SIGNED FORM WITH PAYMENT TO - Village of Hortonville, PO Box 99, Hortonville, WI 54944-0099

Renter or Group Name: _____
(must be 21 years of age or older; see "Terms of Rental")

Address: _____

City: _____ Telephone: _____

Date of Event: _____ Email Address: _____

Purpose: _____ Table & Chair Seating - 120 Square Feet - 1,400

Attendance: _____

	Resident	Non Resident	Date Received	Receipt Number
Rental Cost	\$ 150.00	\$ 250.00	_____	_____
Tax	\$ 8.25	\$ 13.75	_____	_____
Damage Deposit	\$ 150.00	\$ 150.00	_____	_____
Total	\$ 308.25	\$ 413.75		

The Renter hereby agrees to remit said rental fee and to be responsible for any damage to property or items stolen, and to comply with the following stipulated insurance requirements:

(initial) Hold Harmless Clause: Renter shall indemnify and hold harmless the Village of Hortonville from any and all damage, loss, or liability of any kind whatsoever occasioned upon and/or within the rented premises, or ways, walks or concourse adjacent thereto, by reason of any injury or property of third persons occasioned by any act or omission, neglect, or wrongdoing of the Renter or any of his/her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other person admitted by the Renter to the premises, and the Renter will at his/her and/or its own cost and expense, defend and protect the Village of Hortonville against any and all such claims or demands.

(initial) The liability of the renter shall not be limited to the amount of the damage deposit, but shall extend to any damage or cleaning costs incurred as a result of the acts of any participants in the event sponsored by the renter of the premises.

(initial) Business and Public Events shall provide proof of insurance outlining #1 above.

(initial) I have read and understand the attached "Terms of Rental" agreement and agree to comply.

Village Staff (for the Lessor)

Renter

Date

COMMUNITY CENTER - LIQUOR LIABILITY AND YOU

As a renter of the Village of Hortonville's public Community Center, there are some things you should know before you decide to bring or serve alcohol:

- 1. A license must be issued by the Village if the event includes the sale of alcohol and will be open to the public. The holder of an existing liquor license must be designated to sell/serve such alcoholic beverages in the Community Center.
- 2. Fermented malt beverages may be brought into the Community Center for consumption.
- 3. The server of alcoholic beverages may be liable for injuries sustained by intoxicated persons.
- 4. The host of a social gathering may also be liable for injuries caused by intoxicated persons.

To prevent the unnecessary pain and/or injury of an accident, the Village suggests the following:

- 1. Have available and promote the consumption of non-alcoholic beverages.
- 2. If possible, use a licensed bartender (operator) to dispense your drinks. The avoidance of a serious injury due to experienced handling may be worth the cost of a licensed operator.
- 3. Check each person's ID. You must be 21 to drink in Wisconsin.
- 4. Limit the number of drinks per person.

If you suspect someone has had too much to drink:

- 1. Stop serving them!
- 2. Provide an alternative source of transportation.
- 3. If you cannot handle the situation, call the police.

I, _____, having read and understand the implications of serving alcoholic beverages on (date) _____ at the event for which I have rented the Village of Hortonville Community Center agree to hold the Village of Hortonville harmless in the event that a mishap occurs during my event.

Renter (last name, first name, middle initial)

Date: _____

Renter Date of Birth

COMMUNITY CENTER - TERMS OF RENTAL

Smoking and use of electric vapor products are **NOT** allowed in any part of the building including entrances. **NO** throwing or kicking balls anywhere inside the building.

Keys

Keys must be picked up at the Administration Office, 531 N. Nash Street, the week of the event. If you forget to pick up your key at the Administration Office or you have issues outside of office hours, please call the Hortonville Police Dept. @ 779-6165. You are responsible for the key and it must be returned in order to have your damage deposit returned.

Cancellations

If the reservation is cancelled more than thirty (30) calendar days prior to the scheduled rental date, the Village will refund all amounts paid. If the reservation is cancelled less than thirty (30) days prior to the rental date, the Village will refund fifty percent (50%) of the security deposit and any paid rental fees.

Closing Time

Conclusion of events shall be no later than 11:00 p.m. Clean-up and removal of personal items shall be no later than midnight.

Alcoholic Beverages

Alcohol may be consumed on the premises by adults of legal drinking age only. If alcohol is to be served, you must read, sign, and follow "Liquor Liability and You."

Security

All groups using the facility are responsible for the contents and security of the building. Opening and closing the building securely will avoid cost of damages to the user from vandalism. The Village's Public Works Director or Police Chief may decide security is needed for an event, such as when alcohol is served or a controversial guest will be in attendance. The Hortonville Police Department will provide the security at a charge. The renter is responsible for paying for this charge at the same time as the facility rental is paid.

Equipment

Tables, chairs and other equipment are not to be removed from the facility for use at another facility. **The Board Room Table shall not have food or drinks on it any damage done to this table will result in loss of some or all of the deposit.**

Set-Up

Renters are not allowed to pull out or put away the partition wall; this shall only be done by Village staff.

Decorating and Signs

The Village Public Works Director may refuse certain decorations. The renter agrees to use the following items when decorating or posting signs:

1. The use of tape (except blue painter's tape), double sided adhesive, plastic hooks, pins, tacks, 3M hooks, tacky glue, or any other decorating or signage item or device on any painted or varnished surface is not allowed. This includes walls, wood trim around doors and windows, metal trim around doors, and bathroom stalls.
2. The use of tape, pins, tacks, clips, magnets, or any other decorating or signage item or device on ceiling tiles, ceiling suspension grids, lights, vents, or any other ceiling fixture is not allowed.
3. Blue painter's tape, clear Scotch tape, or electrical tape (no duct/other masking/packaging tape) may be used on the window pane (not the window frame), the vinyl baseboard, and the floor. It may also be used on the exterior wood of the building.
4. The Village does not allow any type of sand/pebble/rock, glitter, rice, birdseed, or confetti to be brought into the facility unless part of a scheduled craft activity or project.
5. A violation of this section may result in a withholding from the renter's damage deposit.

COMMUNITY CENTER - INSPECTION CHECKLIST

The renter is responsible for all items contained in this Agreement. Failure to abide by and carry out responsibilities could lead to withholding part or all of the Damage Deposit.

Cleaning

All cleaning is to be done immediately after the conclusion of the event. The Renter shall not tear down tables and chairs. Village personnel will inspect the building the following day for your deposit refund, which will be mailed to the renter in a check in about seven to ten business days after the Village receives the rental key back.

Affixing anything to the walls, floors, ceiling, or wood trim with staples, nails, or other fasteners is not permitted. The Village of Hortonville will not accept any responsibility for special items or decorations brought to the facility. Please:

- Clean up all liquid or sticky spills as they occur
- Do not put plastic silverware or straws in the dishwasher
- Do not put solid food items, bones, or non-food items down the drain

CLEANING DIRECTIONS

CLEANING SUPPLIES ARE LOCATED IN THE KITCHEN

- _____ Wash table tops
 - _____ Clean under tables
 - _____ Dry mop floor
 - _____ Place chairs neatly around tables (lift, do not slide chairs)
 - _____ Remove ALL decorations, including painter's tape and all food and Items that you brought into the facility
 - _____ Wash, dry and put away all dishes used or run dishes in dishwasher **Leave clean dishes in dishwasher**
 - _____ Pour all liquids down the sink drain. Do not place liquids in the garbage bags
 - _____ Empty the coffee maker & clean it by running it without coffee grounds. Then completely drain the coffee maker
 - _____ Refill the Ice cube Trays
 - _____ Put all items back in their Respective Areas
 - _____ Do not remove dish towels and cloths from the kitchen area; hang over the sink to dry
 - _____ WE RECYCLE! Please place recyclables in the proper containers
 - _____ Check and clean restrooms and hallway
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