

# Webster Community Center Rental and Reservation Agreement

c/o Village of Webster

7505 Main Street West - PO Box 25

Webster, WI 54893

(715) 866-4211

Hours: Monday through Friday (8:00 a.m. – 4:30 p.m.)

NAME OF ORGANIZATION \_\_\_\_\_ PHONE \_\_\_\_\_

EVENT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

## Rental and Reservation Rules and Clean-up Procedures

**FEES: \*\*All fees include a \$150.00 deposit check which will be returned after inspection of facility.**

### Rental of facility as follows:

(Regular – Friday & Saturday *Wedding, etc.)	\$ 400.00
(Non-Profit)	\$ 75.00
(Benefits)	\$ 75.00
(Funeral)	\$ 75.00
(Hourly – Sunday through Thursday)	\$ 25.00 Per Hour
Additional day for set-up/clean-up	\$ 200.00

The hall will be rented on a first come, first serve basis for all **open** dates. This includes all local organizations. The Clerk must be contacted for availability of the hall.

Rent and deposit must be paid **IN SEPARATE CHECKS**, at the time of the reservation.

Upon cancellation for any reason, rental check will be retained by the Village. Cleaning and damage deposit will be returned.

Deposit check will be returned within (10) a day after use and after building has been inspected by Village Personnel. If left in an unsatisfactory condition, you will be notified immediately.

Keys to the hall **MUST** be returned to Clerk's office the first working day after use. If keys are not returned the damage deposit will be held.

Organizations desiring to sell and serve beer at their functions are required to submit an application for a 'SPECIAL CLASS "B" BEER LICENSE' to the Village Board for approval prior to the event. Applications can be obtained from the Clerk's office and **MUST be submitted 15 days prior to action by the Village Board.** The license fee for a 'Special Class "B" Beer License is (\$10.00). **NOTE: IF A BEER LICENSE IS ISSUED, NO OTHER INTOXICATING BEVERAGES ARE ALLOWED ON PREMISES.**

No pop machine or beer kegs are allowed in the Community Center. Canned or bottled beer, pop or wine only.

User of the facility is responsible for leaving the building in the same condition as when rented. If the condition is unacceptable at the time of your event, please bring it to the immediate attention of Village Personnel.

Bring **YOUR OWN CLEANING SUPPLIES** for kitchen chores: soaps, towels, etc.

The following procedures **MUST BE FOLLOWED** for cleaning of the facility; if these procedures are not followed, you will be charged according to the cleaning checklist of this agreement:

- Dance floor must be swept and mopped.
- All carpet must be vacuumed.
- All tables and chairs must be wiped off, dried and replaced.
- Bathrooms must be cleaned and free from debris.
- Kitchen must be cleaned; sink, counters, stove, floor, etc.
- Garbage must be kept in cans on steps; placed on the southwest corner outside.

***DO NOT TACK OR TAPE DECORATIONS OF ANY TYPE TO THE CEILING, OR STAPLES TO THE WALLS DUE TO DAMAGES WHICH MAY OCCUR! REQUEST VILLAGE PERSONNEL TO SUPPLY PANEL HOOKS FOR HANGING DECORATIONS. YOU WILL BE RESPONSIBLE FOR REPLACEMENT OF ANY DAMAGED TILES!***

A ten dollar (\$10.00) charge will be assessed for any missing or broken coffee carafes.

***THIS IS A NON SMOKING BUILDING – NO SMOKING ALLOWED!***

CHECKLIST AND CHARGES FOR CLEANING AFTER EVERY EVENT

**KITCHEN**

Dishes (any amount)	\$50.00
Stove	\$10.00
Sinks and Counters	\$5.00
Sweep and Mop	\$10.00
<b>Total Kitchen Charges</b>	<b>\$75.00</b>

**BATHROOMS**

Sweep and Mop	\$10.00
Sinks and Counters	\$5.00
Toilets	\$10.00
<b>Total Bathroom Charges</b>	<b>\$25.00</b>

**AUDITORIUM**

Tear Down Decorations	\$25.00
Clear Tables of Debris	\$40.00
Wipe Tables and Chairs	\$25.00
Sweep and Mop	\$50.00
Vacuum	\$50.00
<b>Total Auditorium Charges</b>	<b>\$190.00</b>

**OUTSIDE**

Pick Up Debris	\$10.00
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**❖ TOTAL OF ALL CLEANING CHARGES \$300.00**

I, the undersigned accept full responsibility for cleaning of premises and removal of all rubbish. If damage or excessive cleaning costs exceed the amount of deposit, I agree to pay the additional costs. I, the undersigned will not hold the Village of Webster responsible for any accident or injuries which are incurred on the premises during the above named event. I, the undersigned have read, understand, and agree to the terms of this agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Deposit Amount \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

Rental Amount \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

Date Key Issued \_\_\_\_\_ Date Returned \_\_\_\_\_