

TERMS OF RENTAL:

Reservation of Facilities - Facilities may be reserved at Village Hall, phone 262-534-3980. Office hours are 8:00 a.m. – 5:00 p.m., Monday through Friday. Reservations can be made anytime in advance with a minimum 48 hours advance notice. Reservation for usage is confirmed only when payment is made in full and a signed agreement is on file at Village Hall.

Pavilion Reservations: - Paper products are not supplied. You must bring your own.

Cancellations - Notice to cancel a reservation must be given in a timely manner. Failure to do this will result in being credited fees at the following rate:

- a. more than 6 weeks in advance 75% of paid rental
- b. between 4-6 weeks in advance 50% of paid rental
- c. between 2-4 weeks in advance 25% of paid rental
- d. Less than 2 weeks -0- of paid rental

Rescheduling – Parties that reschedule within the period outlined above shall be charged accordingly. Parties that reschedule between 6 weeks and three months in advance of their original date shall be charged a 10% processing fee. Parties that reschedule their event three months or more in advance of the event shall not be charged.

In the event that the facility can be rented on the date either originally scheduled, in the case of a cancellation or rescheduling, no fee will be charged to the original renter.

Closing time - Includes take-down and clean-up, is 10:00 p.m.

Cleaning – All cleaning is to be done immediately after the conclusion of an event. Village personnel will inspect the building at 7:00 a.m. the following day for your deposit refund. Exceptions may be made if there is no event the next day and the department is notified prior to the event.

All garbage must be bagged and placed in the dumpsters outdoors. We ask that you place any recyclable materials (glass, #1, #2, #3 & #5 plastic, aluminum and tin cans) in the appropriate garbage cans. Any decorations must be taken down completely including all tape (**PAINTERS TAPE ONLY**) on walls. **ABSOLUTELY NO TAPE on the FLOOR!**

The Village of Waterford will not permit affixing of anything to the walls, floors or ceiling in function rooms with nails, staples, or any other substance, UNLESS prior approval is given by the Village Designee. The Village of Waterford will not accept any responsibility for special cakes or decorations brought into the facility. Any items or decorations you wish to retain must be removed prior to closing. The Village of Waterford Ray Seidel Community Center the night of your function.

****NOTE:** Absolutely no nails or tacks are allowed on the walls of the building. Any nail or tack holes will result in the deduction of \$5.00 per nail or tack off your security deposit.

Alcoholic Beverages - Alcohol may be consumed on the premises by adults of legal drinking age only. Beer may be sold for adult functions providing a permit is obtained from the Village Clerk. You must read and sign “Liquor Liability and You”.

Security - All groups using the Center 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.

Smoking - No smoking is allowed in any part of the building.

Non-Profit Organizations – Previously approved Village charitable, civic and service groups are welcome to use the Ray Seidel Community Center for club functions at no charge, as well as other groups who have used the center at no charge in the past. A permit must be completed at the Village Hall annually and proof of non-profit status is required in the form of a tax-exempt number. Every effort will be made to grant dates and times requested. Weekend use of once a year for larger events will be scheduled without cost, and the organization will not be bumped for paying customers. Please designate in writing this date. Organizations are required to participate in a community service project. Other weekend dates must be submitted in writing to the Village Board for approval to waive fees, and will be bumped for paying customers after allowing the organization to pay the fee if same date is requested by a paying customer. Fees related to excessive clean up or non-emergency assistance after hours do apply, and will be billed to the organization.

Equipment - Tables, chairs and other equipment are not to be removed from center for use at another facility.

In addition to the above stipulations, **THE VILLAGE OF WATERFORD RESERVES THE RIGHT to deny further use of the facility to those who do not comply with the rules of use and/or to assess additional charges:**

- a.) when the facility is not properly cleaned; b) for damage to the facility or equipment, or non-payment for damages and extra cleaning; c) for use of the facility outside the time period specified; d) for picking up of key outside of Village’s standard hours; and e) for not returning the key on time as stated by the rental permit.

LIQUOR LIABILITY AND YOU
RULES TO USE WHILE RENTING RAY SEIDEL COMMUNITY BUILDING OR WHITFORD PARK
PAVILLION

As a renter of one of the Village of Waterford's public facilities, there are some things you should know before you decide to serve alcohol:

1. The server of alcoholic beverages may be liable for injuries sustained by intoxicated persons.
2. The host of a social gathering may also be held liable for injuries caused by intoxicated guests.

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 license bartender (operator) to dispense your drinks. The avoidance of a serious injury due to experienced handling may be worth the cost of the licensed operator.
3. Check each person's ID. You MUST be 21 to drink in Wisconsin.
4. Use wrist bands or stamps to identify those who have shown an ID and are of legal drinking age.
5. 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, _____, have read and understand the implication of serving alcoholic beverages on _____ at the event for which I have rented the (check one)

Ray Seidel Community Building

Whitford Park Pavillion

Other location.

I further agree to hold the Village of Waterford harmless in the event that a mishap occurs during my event.

Lessee

Village of Waterford

Date

Date

Cc: Leaser, Police Department, DPW, Clerk's Office

CLEAN UP CHECK LIST RAY SEIDEL COMMUNITY BUILDING

Minimum Charges:	Check List
\$50.00	Any damaged tables
\$10.00	Wipe down all tables and chairs. Put all tables and chairs away.
\$15.00	<u>ALL</u> garbage is your responsibility. Take all garbage to outside dumpsters.
\$20.00	All floors need to be dust mopped. All spills need to be wet mopped.
\$10.00	Kitchen counters and sinks cleaned. Refrigerators and other appliances used wiped out and no items left in it.
\$25.00	Bathrooms, toilets and urinals cleaned, sinks and counters wiped down. Floors swept and mopped, and garbage cans dumped.
\$15.00	ALL decorations tape, tacks, balloons, etc. must be taken down and discarded. NO TAPE on the Floor
\$20.00	Police the outside grounds, be sure all paper, cans, bottles etc. are picked up and disposed of with the rest of your trash.
\$100.00	Check that all doors and windows are locked and deadbolts closed.
\$5.00	Turn off all lights
\$5.00	Return key to Village Hall

Recharge/or replacement fee for all fire extinguishers used or stolen. Be sure they are in their proper places.
Leave this check off list on the counter.

The charges listed are the minimum to be deducted from your deposit for not cleaning the building property
Please use this check list as you are cleaning up it is for your benefit.

Thank you,
The Village Board

For Office Use Only;

Items verified by:

Date:

Comments: