

Community Center Rental Application
E101 Menomonie Street
Elk Mound, WI 54739

Date: _____ Start Time: _____ End Time: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Type of Event: _____

Fee Schedule: \$15.00 = 1/hour or 15 guests, \$25 = 2/hours or 15 guests, \$50 = 4/hours or 15 guests, \$75 = 6/hours or 25 guests, \$100 = 8/hours or 45 guests.

Submit your payment in the form of two checks payable to the Village of Elk Mound. \$50.00 deposit check, plus rental fee check. Reservation is not guaranteed until this form is submitted with payment of all fees and is accepted by Village Staff. Deposit check will be returned to the renter after inspection by a community center representative and return of the key.

Contact the Village Clerk's office for key assignment. You can pick up the key two business days prior to your event at the Village Hall, E206 Menomonie Street, Elk Mound, WI. Hall hours are Monday through Thursday, 8:00am to 4:30pm, closed from noon to 1:00pm for lunch. You can return the key in the utility payment box located at the front of the Village Hall. Keys must be returned within two days following the rental. Renter is responsible for any lost key to include re-keying the facility.

Rentals will only be made to adults age 21 and over. The Village of Elk Mound is not responsible for any accidents or personal injuries that occur during the leasing period. Renter is responsible for the actions of the participants in their group. Facility is limited to a maximum of 45 guests. Facility provides men's & women's restrooms, tables and seating for up to 45 people, garbage & recycling receptacles. Kitchen facilities include refrigerator, sink and counter, electrical outlets.

I as the above listed renter understand that by my rental of the Elk Mound Community Center, I assume full legal and financial responsibility toward any loss or damage to building structure, equipment, facilities therein incurred during the term of this rental contract; and further, I absolve the Village of Elk Mound of any legal or financial responsibility for any accidents, losses, or damages of any kind that occur on the property during my rental.

Signature

Date

If you have any questions, please call the Village Hall at 715-879-5011.
Please return this form and fees to: Village of Elk Mound, PO Box 188, Elk Mound, WI 54739

Facility Rules & Instructions

Please understand you are renting the community center portion only. As this building is combined with the Library, there may be other activity at the Library during their open hours. Sound levels must be controlled so that it does not interfere with other events or programs during Library hours.

REFUNDS:

All cancellations must be made in writing. Refunds will not be issued for cancellations 30 days or less prior to the event. 100% of the damage deposit will be returned.

USE CONDITIONS:

The Village reserves the right to cancel an event due to emergencies or other reasons that are out of our control. Smoking and/or use of any tobacco products is not permitted within 100 feet of the building. Use of candles must be approved by community center staff prior to the event. No tacks, tape, staples, wire or putty allowed. No smoke machines, confetti, glitter, throwing of rice or birdseed indoors or out. Groups must leave the building by 1:00 AM. All activities must be completed by 12:00 AM with the last hour used by the rental group for clean-up.

CLEAN UP:

The renter will be responsible for taking down and removing all decorations, disposing of all leftover food and beverages taking all trash and recycle materials to outside receptacles. Renter will be charged a cleaning fee of \$75 per hour if rental responsibilities are not completed.

ALCOHOL:

Serving beer, wine and champagne is permitted with a picnic license, which must be posted for the duration of the event. A licensed bartender is required if selling any alcohol. All alcohol must stay within the designated rental area. Serving alcohol must stop at least one hour prior to your end time. Alcohol must be served by the glass. Bottles and cans may not be given out. Failure to comply with alcohol guidelines will result in immediate cancellation of your rental and the forfeit of rental fees and damage deposit.

After your event, please complete the following checklist:

- Remove all decorations
- Dispose of leftover food and beverages
- Wipe down kitchen counter, appliances and tables
- Take down tables and chairs and put away
- Place all garbage/recycling in the appropriate receptacle
- Sweep floor
- Turn off all lights
- Return key to Village Hall

Should you have an emergency type of problem with the facility, please call the Village Hall, 715-879-5011 during regular business hours or 715-556-4566 after hours.

THANK YOU FOR YOUR COOPERATION!