

HALL RENTAL RESERVATION AGREEMENT

DATE(S)
REQUESTED: _____
TIME (S) REQUESTED: FROM _____ TO _____
DAY(S) _____ OF _____ THE
WEEK _____ ESTIMATED
ATTENDANCE _____
USER: _____ CONTACT PERSON _____
REASON/PURPOSE FOR RENTAL: _____
ADDRESS: _____
PHONE:
BUSINESS _____ HOME: _____

CIRCLE WHICH ITEM
REQUESTED:

- | | | | | | |
|----|--|--------------------|--------------------------|----------------------------|--------------------|
| 1) | For Resident | \$20.00
Per Day | 2) | Non-Resident | \$30.00
Per Day |
| | Deposit of \$10.00 per use | | | Deposit of \$10.00 per use | |
| 3) | Use of Tables and Chairs
For use outside the Hall | \$25.00 – Deposit | (Village Residents ONLY) | | |

DEPOSIT: no deposit is required for active organizations from the village or for groups that have an established record of responsibly using village facilities; such exempt groups shall, however, agree to pay for any damages over normal maintenance that their events cause to village facilities. Other renters for reservation of hall pay a deposit of ten dollars (\$10.00) to pay for the village's maintenance and cleanup expenses. The deposit shall be returned if cleanup or repair by the village is not required. (Sec. 12-1-6-d)

PLEASE NOTE THE FOLLOWING:

A. THE ATTACHED REGULATIONS are part of this agreement. By signing this document, you agree that you have read the attached regulations and agree to be bound by them.

B. **THE PERSON NAME AS BEING IN CHARGE** OF THE EVENT FOR WHICH THIS AGREEMENT IS ISSUED, BY PAYMENT OF THE FEE AND/OR ACCEPTING THE AGREEMENT, HEREBY **AGREES TO ACCEPT THE RESPONSIBILITY** FOR THE CARE AND PRESERVATION OF THE PUBLIC PROPERTY USED. THE PERSON FURTHER AGREES THAT, IF IN THE COURSE OF THE EVENT THERE IS DAMAGE TO THE AREA USED OR IS LEFT IN SUCH CONDITION THAT ADDITIONAL CLEANING OR OTHER WORK IS NECESSARY TO RESTORE IT TO USABLE CONDITION, HE/SHE SHALL FORFEIT THE DEPOSIT OR WILL, WITHIN 30 DAYS, PAY THE ENTIRE COST OF WHATEVER REPAIRS OR ADDITIONAL CLEANING AS DEEMED NECESSARY BY THE VILLAGE.

C. IN CONSIDERATION OF THE TERMS SET FORTH IN THIS DOCUMENT, INCLUDING THE REGULATIONS ATTACHED, AND INTENDING TO BE LEGALLY BOUND, THE PERSON/GROUP SIGNING THIS AGREEMENT AGREE(S) TO INDEMNIFY AND HOLD HARMLESS FROM EVERY LIABILITY, CLAIM, ACTION, CAUSE OF ACTION, JUDGMENT, LOSS, EXPENSE, OR COST WHATSOEVER (INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEYS FEES AND COURT COSTS) ARISING FROM OR IN ANY WAY RELATED TO OR RESULTING FROM (A) ANY AND ALL USE OF THE PREMISES BY THE UNDERSIGNED AND /OR GUESTS FROM THE DATE OF SIGNING FORWARD AND (B) ANY MATERIALLY INACCURATE REPRESENTATION MADE BY YOU TO THE VILLAGE PURSUANT TO THIS RECENT AGREEMENT.

DATE: _____ SIGNATURE _____

RENTAL PAID: \$ _____

DEPOSIT PAID: \$ _____

TOTAL PAID: \$ _____

APPROVAL:

DATE: _____ SIGNATURE: _____

DEPOSIT REFUNDED: Yes ___ No ___ Date: _____

VILLAGE OF SULLIVAN

Administrative rules and regulations for public use of Village Hall.

1. The Village Hall Rental Agreement must be received at least fourteen (14) days prior to the date on which the exclusive use of the entire Park is requested, or at least three (3) days prior to the date on which a portion of the Village Park is to be used. (12-1-6-c)
2. Tentative reservations by telephone will be valid only if the Rental Fee (if warranted) is paid and the agreement issued within 10 working days of the telephone conversation. Reservations are guaranteed only when the Fee is paid and/or agreement is signed.
3. Checks should be made payable to: VILLAGE OF SULLIVAN and sent or delivered to: Village of Sullivan, P.O. Box 6, Sullivan, WI 53178. Please send agreement also.
4. All doors to entire building must be locked when group is finished. If a group leaves any door unlocked, responsible party is liable for all damages resulting from open door. There will be a \$5.00 charge for lost or unreturned keys.
5. Chairs and tables will be available. Set up and cleanup will be the responsibility of the user. The applicant is responsible for the setting up of the room (tables, chairs, etc.) and putting them away at the conclusion of the activity.
6. If refreshments are served, area must be properly cleaned and tables wiped clean.
7. The building(s) must be vacated by 11:00 PM.
8. Village Hall facilities are not available on holidays without special approval of the Village Board.
9. A \$10.00 deposit will be charged for the use of Village Hall facilities. This deposit will be returned upon approval that the room is in satisfactory condition.
10. Exceptions to these rules will be granted to governmental entities on a case by case basis.
11. The Village Board reserves the right to govern the use of the Village Hall facilities, and as such may accept or reject any request, or cancel any meeting at any time with or without prior notice.
12. Application for use will be on a first come/first serve basis.
13. Applicants must make out a separate application for each day of use.
14. All rules, regulations, rates, etc. for use of Village Hall facilities are descriptive in nature and not meant to be all inclusive, and as such may be subject to change or revision at any time at the discretion of the Village Board.

15. The responsible person making the application, by so doing accepts personal responsibility for all damage to the facility or appurtenances thereto. ALL applications/agreements shall bear an individual's signature as the responsible party; no representative signatures are acceptable (i.e. signing as a corporate representative).
16. Security Deposit must be paid with application.
17. The applicant and all named persons responsible for supervision must be present from the time the building is opened, while the business meeting is in progress, and must wait until all users of the facility have vacated the building or premises and have completed security measures.
18. The applicant and the individuals supervising the function will be responsible for the conduct and control of those attending.
19. The applicant and individuals supervising are responsible for seeing that no equipment or other portions of facilities are used except those that are requested in the building use application.
20. NO SMOKING SIGNS MUST BE STRICTLY ADHERED TO.