

TOWN OF MOUNTAIN

Bill Lazansky Community Center Rental Agreement

This agreement is between _____, referred to as "renter", and the Town of Mountain, owner of the premises and grounds known as Bill Lazansky Community Center located at 13412 Hwy 32 & 64, Mountain, WI

Date(s) of Occupancy: _____

Time of Occupancy: _____

Reason of Occupancy: _____

The daily rental fees for the Town of Mountain, Bill Lazansky Community Center, are as follows:

	Hall Only	Pavilion Only	Hall & Pavilion
Property Owner	\$ 75.00	\$ 25.00	\$ 75.00
Non-Property Owner	\$100.00	\$ 25.00	\$100.00
Meetings			\$ 25.00
			\$ _____
Security Deposit*			\$ 75.00

* Security Deposit is refundable if a two-week cancellation notice is given. Security Deposit will be refunded after the keys to all buildings have been turned in and once proper clean-up and no damage is found after use and inspected by custodian.

A \$25.00 Booking Fee will be charged for any and all cancellations. The Rental Fee will not be refunded if less than a two-week cancellation notice is given.

THE UNDERSIGNED HEREBY AGREES IN ACCORDANCE WITH THE RULES OF RENTAL OUTLINED BELOW:

All clean up must be completed immediately after the event, unless prior arrangements have been made with the town clerk.

HALL:

- Taking down all decorations that were put up by you (ie. tape, staples, etc.)
- Removing all items brought by you and/or your organization
- Garbage removal, which includes bagging up the recyclable items and non-recyclable items and taking to the Recycle Center
- Returning all tables to their proper place (A diagram for table set up can be found near the door)
- Wiping down all tables and counter tops, sweeping and mopping the floor (including the kitchen), and vacuuming the carpet area

PAVILION:

- Removing all items brought by you or your organization.
- All clean up at the Pavilion and surrounding areas, which includes sweeping all used parts, wiping down counter tops and picnic tables, cleaning garbage, hauling your garbage to the Recycling Center located at 14375 Old 32 (remember to separate recyclable items from non-recyclable items), placing all garbage receptacles within back pavilion area, shutting off all breakers in pavilion area, and pad-locking pavilion area
- Proper clean-up of the pavilion and grounds is required for a return of the security deposit.

AND:

1. To return the premises and grounds to the same or better condition than prior to rental.
2. Key pickup and return date and time will be agreed to in advance.

3. Payment will be made with separate checks for rental and security deposit. If one check is sent for rental and security deposit, security deposit will be returned within 7 days after the next month's Town Board Meeting (which is held the 2nd Tuesday of each month).
4. Upon inspection by the custodian, the security deposit will be returned within seven (7) days or a grievance will be mailed by the Town of Mountain.
5. The Town of Mountain shall not be liable for damage or injury resulting from negligence. Renters accept full responsibility and expense of actions caused by occupancy.
Public Event Renters must provide Proof of Insurance coverage for liability with a copy given to the Town prior to receipt of keys. (No proof of insurance is required for private events.)
6. Town of Mountain furnishings and equipment shall not be removed from the premises, tampered with or defaced.
7. Damage over the amount of security deposit will be charged to the renting party.
8. Multi-day rentals are responsible for daily clean up.
9. Renting party is responsible for any necessary event security.
10. All local, state and federal laws must be observed.

It will be your responsibility to contact the Town Clerk or Deputy Clerk to set up a time to pick up keys. Keys will not be given if all fees are not paid. Anyone found to duplicate keys will be charged a fee for all lock and key replacements.

All keys must be turned in within twenty-four hours after the event or \$25.00 penalty will be held from the security deposit.

The electronic message board may reflect your function, please note if you have any color preferences: _____

What would you like the sign to read: _____

*Note – if you have a graphic you would like added, please email to – clerk-treasurer@townofmountain.wi.gov

I HAVE READ AND HEARBY AGREE TO ALL THE RULES OF RENTAL:

Name: _____
 Address: _____
 Phone #: _____
 Signed: _____
 Date: _____

Mail to: Town of Mountain
 P O Box 95
 Mountain, WI 54149-0095

** Note regarding priority of Community Center use – Government and paid rentals will take priority over community groups that use the Bill Lazansky Community Center at no charge. Every option will be exhausted prior to the requesting the group to move dates and/or times.

***** FOR OFFICE USE ONLY *****

Accepted by: _____ Date: _____ Check #s: _____