

Village Hall Rental Agreement



Name of Applicant: _____

Address: _____

Telephone Number: _____

Email Address: _____

Date of Event and Time: _____

Expected # of Attendees: _____

Description of Event: _____

Alcohol served at event: Yes No

Requested Facility (see fee schedule):

- Civic Hall (entire upstairs of Village Hall)
- Audio/Video Equipment
- Upper Meeting Room
- Lower Meeting Room

The preceding information is correct to the best of my knowledge. I agree to abide by all the regulations & policies set forth for the use of the building and/or grounds. I acknowledge overall supervision of and responsibility for this event. By offering this service, the Village of Poynette does not accept any responsibilities, express or implied for any damage arising out of the use of this service, and I acknowledge that the Village of Poynette has no responsibilities, express or implied for any damages arising out of, or connected in any way with the Lessee's use of the facilities. Village of Poynette retains the right to revoke this permit any time prior to or during the scheduled events for any misinterpretation or changes in circumstances pertaining to this event.

I agree to the policies & procedures set forth by the Village of Poynette for reservations.

Signature (Contact must be 18 years or older)

Date

Reservation Confirmation – Office Use Only

Deposit Fee \$ _____	Payment <input type="checkbox"/> Check # <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	Confirmed and Approved by:
Rental Fee \$ _____		

Village Hall Rental Fee Schedule



	Village Property Owner or Resident Rate	Neighboring Property Owner or Resident Rate	Non-Resident
	Village Hall - Civic Hall (includes kitchen, upper meeting room, lounge area, stage, and podium) – Maximum 300 people		
Individuals/Families	\$150.00	\$250.00	\$1,000.00
Non-Profit	\$25.00	\$50.00	\$200.00
For-Profit	\$250.00	\$300.00	\$1,000.00
Recreation Provider	-	-	-
Gov't Groups (Local, County & State)	-	-	-
	Village Hall - Upper Meeting Room – Maximum 50 people		
Individuals/Families	\$50.00	\$100.00	\$150.00
Non-Profit	-	\$40.00	\$50.00
For-Profit	\$50.00	\$100.00	\$150.00
Recreation Provider	-	-	-
Gov't Groups (Local, County & State)	-	-	-
	Village Hall – Lower Meeting Room		
Individuals/Families	\$25.00	\$50.00	\$50.00
Non-Profit	-	\$15.00	\$15.00
For-Profit	\$25.00	\$50.00	\$50.00
Recreation Provider	-	-	-
Gov't Groups (Local, County & State)	-	-	-
Room Deposit	Equal to the fee of the room rental		
Audio/Video Equipment Civic Hall	Equal to the fee of the room but not to exceed \$500 \$50.00 charge for Recreation Providers per event.		

Village Hall Rental Responsibilities



Contact Information:

OFFICE CONTACT NUMBER: 608-635-2122 (8-4:30, M-F)

AFTER HOURS/ON CALL CONTACT NUMBER IS: 608-697-3226

Rules and Renter Responsibilities (PLEASE READ CAREFULLY):

- Renters are responsible for the actions of their guests.
- Adults supervision is required at all time when juveniles are present.
- Renters are responsible for damage resulting from their event.
- Renters are responsible for setup and tear down of chairs, tables, etc.
- Renters are responsible for clean up after their event. If cleanup is not to village standards user will be charged. After your event, your cleaning/damage deposit will be refunded if inspections show that there has been no physical damage to the property and that it has been cleaned according to the attached cleaning checklist. If the Renter does not comply with the terms, the Village expense for cleaning and repairs will be charged to the Renter and withheld from the cleaning/damage deposit and charged against your Credit Card.
- Renters will be charged a fixed \$25 charge for any lights not turned off.
- A credit card is required for deposits for family and individual reservations. If a credit card cannot be provided the room deposit doubles.
- The renter's fee is required to be placed on the reservation calendar.
- The individual who places their name on the reservation application is required to be the individual providing the payment and key pick up.
- One reservation only allowed per weekend, except that Recreation Providers may also reserve facilities that do not conflict with a weekend reservation.
- Alcoholic beverages may be served, but a cash bar is not allowed. Money may not change hands in any form.
- All drinks must be served in cans, plastic or paper cups. No glass allowed.
- A \$30.00 charge will be made for any check returned to the Village for non-sufficient funds.
- Civic Hall setup will be allowed no sooner than the day before the rental date and cleanup should be finished on the day after the event. The building is to be closed by 1:00 AM and therefore all rental activity must be finished. For all meeting rooms, set up and cleanup must conclude on the rental date.
- Renter assumes all risk of injury or damage arising from or related to the use of the room(s). Renter agrees to indemnify, defend, and hold the Village and its officers, and employees harmless from and against all damages, losses, claims, awards, and/or fines (including reasonable attorney fees) because of any injury or damage or alleged injury or damage to person, life, or property, or injury or alleged injury resulting in the death of any person or persons arising out of or relating to the use of the room(s) by Renter or invitees, or guests.
- The Poynette Municipal Building is locked at 4:30PM Monday through Friday, and all weekend, so please make arrangements to obtain a key prior to your rental date. The key must be returned, along with the cleaning check list the first business day after the event. By signing this Rental Agreement, Renter agrees to comply with all the terms and conditions of this Rental Agreement, and expressly agrees that the Village may charge expenses for all the cleaning and repairs related to and arising from rental of the room(s) against the Credit Card used for the cleaning/damage deposit.

Village Hall Rental Check In/Check Out List



Name of Applicant: _____

Date: _____

Facility:

- Civic Hall (entire upstairs of Village Hall)
- Audio/Video Equipment
- Upper Meeting Room
- Lower Meeting Room

Key and Cleaning List Pickup:

Signature (Contact must be 18 years or older)

Date

User should tour site with staff to check for cleanliness, locations of cleaning supplies, operation of lights and doors, etc., when keys are picked up.

Cleanup:

	CHECK IN	CHECK OUT
Furnishings: Returned to original location, cleaned of spills?	<input type="checkbox"/>	<input type="checkbox"/>
Walls: Free of new scuff marks, tape and new damage to paint?	<input type="checkbox"/>	<input type="checkbox"/>
Civic Hall: Floor and Stage – Dusted/Mopped?	<input type="checkbox"/>	<input type="checkbox"/>
Floor and Stage Mopped (entire floor)?	<input type="checkbox"/>	<input type="checkbox"/>
Debris cleaned up?	<input type="checkbox"/>	<input type="checkbox"/>
Trashcan liners hauled to lower hallway & liners replaced?	<input type="checkbox"/>	<input type="checkbox"/>
Audio/Video Equipment off/in working order (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Lights turned out?	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Note: if glow lights on light switches are DARK, lights are still on – press switch to turn the glow lights ON – sliding dimmer does NOT turn lights off)</i>		
Kitchen: Floor, Counters, Cabinets cleaned?	<input type="checkbox"/>	<input type="checkbox"/>
Appliances cleaned inside and out?	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Rooms: Furniture properly arranged and cleaned?	<input type="checkbox"/>	<input type="checkbox"/>
Carpet/Floor spot cleaned and swept?	<input type="checkbox"/>	<input type="checkbox"/>
Carpet vacuum cleaned?	<input type="checkbox"/>	<input type="checkbox"/>

USER: PLEASE RETURN KEYS, CHECKLIST AND ACCOMPANY STAFF MEMBER TO CHECK CLEANUP ON THE FIRST BUSINESS DAY AFTER EVENT

Village Hall Rental Cleanup Checklist



KITCHEN:

- WIPE DOWN COUNTERS & CABINETS
- WIPE DOWN SINK
- WIPE DOWN MICROWAVE
- WIPE DOWN STOVE TOP & CLEAN OUT REFRIGERATOR
- SWEEP AND MOP FLOOR
- EMPTY GARBAGE, REPLACE BAG AND PLACE GARBAGE IN THE LARGE CARTS LOCATED IN THE 1ST FLOOR NORTH/SOUTH HALLWAY

CIVIC HALL:

- DRY MOP THE ENTIRE FLOOR AND STAGE AREA
- MOP ENTIRE FLOOR, USING HOT SOAPY WATER OVER SPILLS
- EMPTY GARBAGE REPLACE BAG AND PLACE GARBAGE IN THE LARGE CARTS LOCATED IN THE 1ST FLOOR NORTH/SOUTH HALLWAY
- AUDIO/VIDEO EQUIPMENT IS OFF AND RETURNED TO ORIGINAL CONDITION (IF APPLICABLE)

HALLWAYS/STAIRWAYS/ELEVATOR:

- SWEEP FLOORS & STEPS
- REMOVE ANY BLACK MARKS ON FLOOR AND WALLS
- CLEAN ANY SPILLS ON FLOOR WITH MOP

GENERAL:

- VACUUM ALL CARPETED AREAS
- WASH TABLE TOPS
- TAKE DOWN TABLES AND CHAIRS AND STACK IN REAR OF GYM
- PLEASE MAKE SURE RESTROOMS ARE IN GOOD CONDITION
- TURN OFF ALL THE LIGHTS (Note: certain banks of lights stay on for safety reasons)

CLEANING SUPPLIES CAN BE FOUND UNDER THE KITCHEN SINK AND IN THE SUPPLY CLOSET NEXT TO THE CIVIC HALL.

SUPPLIES INCLUDE:

GARBAGE BAGS	FORMULA 409	SMALL MOP & BUCKET	FLOOR CLEANER
TOILET PAPER	PUSH BROOM	VACUUM	
PAPER TOWEL	DRY MOP	TOILET BOWL CLEANER	