

**Pavilion Fees**

\$125 Resident  
\$175 Non Resident  
\$150 Cleaning bond  
Submit two checks

**Ray Seidel Fees**

\$200 Resident  
\$250 Non-Resident  
\$150 Cleaning bond  
Submit two checks

**Ray Seidel Community Center and Whitford Park Pavilion  
625 S. 1<sup>st</sup> St, Waterford, Wisconsin 53185  
262-534-3980**

**RENTAL AGREEMENT/PERMIT**

Keys **MUST** be picked up at Village Hall Monday through Thursday 8:30am – 4:00pm or Friday 8:30am to 12 noon the week prior to the event. Please return the key as soon as possible. A drop box across the street from Village Hall can be utilized for that purpose after hours. If an emergency arises please call the Village of Waterford DPW at 262-210-7746 OR 911 if it is a medical emergency.

Lessee and/or Group Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Date and Time Desired \_\_\_\_\_ E-Mail \_\_\_\_\_

Purpose \_\_\_\_\_ Attendance Expected \_\_\_\_\_ Maximum Room Occupancy 200

Person Responsible for key or key fob \_\_\_\_\_

**Location Being Reserved**

Ray Seidel Community Center       Whitford Park Pavilion (Includes use of Diamond No. 2 and Volleyball Court)

The Lessee hereby agrees to be responsible for any damage to property or items stolen, and to comply with the following stipulated insurance requirements:

1. **HOLD HARMLESS CLAUSE:** Lessees shall indemnify and hold harmless the Lessor (Village) from any and all damage; or loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises (as described in the lease agreement or as permitted for use by oral or other agreement), or ways or walks or concourse adjacent thereto, by reason of any injury or property of third persons occasioned by any act or omission, neglect, or wrongdoing of the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other person admitted by the Lessee to the premises, and the Lessee will, at his, her and/or its own cost and expense, defend and protect the Lessor against any and all such claim or demands. The Lessee further agrees to exercise due care in the preservation of the premises and to prevent loitering or running around the building, or the throwing of rocks or debris on the exterior of the building.
2. The Lessee understands that there will be a \$35 per man hour assessed to them if Village Staff cleaning required is in excess of one man hour. Users will be charged the hourly fee plus equipment rental and other actual costs to facilitate repair or replacements for any damages found following their scheduled activities. These costs will be charged against the deposit, or will be billed to you if in excess of the deposit, (or in the case of non-profit, when there is no deposit).

\_\_\_\_\_ I have read and understand "Liquor Liability and You".  
(initial)

\_\_\_\_\_ I have read the terms of the rental agreement (including the second page on the back) and agree to comply.  
(initial)

Village Designee, for the Lessor	Lessee	Date
_____	_____	_____

RETURN THIS SIGNED FORM WITH PAYMENT TO:  
Waterford Village Hall, 123 N River Street, Waterford WI 53185

**Deposit will be returned via mail within 45 days of the event.**

Rental Fee \$	Date Paid	Check #	Received by:
Cleaning Fee \$	Date Paid	Check #	Received by:
Cleaning Fee refunded \$	Date		Returned by:

**IF partial refund returned, see explanation on Back**

## **TERMS OF RENTAL:**

**Reservation of Facilities** - Facilities may be reserved at Village Hall, phone 262-534-3980. Office hours are 8:30am to 4:00 pm, Monday through Thursday and Friday 8:30am to noon. 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 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 licensed 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 and 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          | <input type="checkbox"/> Any damaged tables   |
| \$10.00          | <input type="checkbox"/> Wipe down all tables and chairs. Put all tables and chairs away.   |
| \$15.00          | <input type="checkbox"/> <u>ALL</u> garbage is your responsibility. Take all garbage to outside dumpsters.  |
| \$20.00          | <input type="checkbox"/> All floors need to be dust mopped. All spills need to be wet mopped.   |
| \$10.00          | <input type="checkbox"/> Kitchen counters and sinks cleaned. Refrigerators and other appliances used wiped out and no items left in it.               |
| \$25.00          | <input type="checkbox"/> Bathrooms, toilets and urinals cleaned, sinks and counters wiped down. Floors swept and mopped, and garbage cans dumped.     |
| \$15.00          | <input type="checkbox"/> ALL decorations tape, tacks, balloons, etc. must be taken down and discarded. <b>NO TAPE on the Floor</b>                    |
| \$20.00          | <input type="checkbox"/> 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         | <input type="checkbox"/> Check that all doors and windows are locked and deadbolts closed.  |
| \$5.00           | <input type="checkbox"/> Turn off all lights  |
| \$5.00           | <input type="checkbox"/> 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: