Village of Wilton
INCORPORATED 1890
Wisconsin
400 East Street Ste 103 Wilton, WI 54670 | Phone: (608) 435-6666 |
villageofwilton.com

Community Center Contract

Reservations and Keys

1. All reservations must be made with the Village office.
2. Reservations are on a first come first served basis.
3. In order to reserve the Community Center, a deposit must be made at the Village office at the time of reservation, with balance paid when picking up the key.
4. The Village office must be notified of any cancellations at least five (5) days prior to the date reserved to have the deposit returned.
5. Arrangements should be made through the Village office for the unlocking and locking of the Community Center. Keys should be returned no later than 24 hours after the event unless another scheduled event is to take place. If the keys are not returned, the renter will be charged for the cost of the lock key and any damage done.
6. All events must end by midnight.

Fees

WEEKEND RENTAL (FRIDAY-SUNDAY) **$600.00 PLUS DEPOSIT.**

Deposit required of $200.00 which includes 3 hours of cleaning, any additional cleaning will be taken out of the deposit @ $30.00 an hour, the remaining amount will be returned to the renter.

ALL DAY RENTAL **$400.00 PLUS DEPOSIT.**

Deposit required of $200.00 which includes 3 hours of cleaning, any additional cleaning will be taken out of the deposit @ $30.00 an hour, the remaining amount will be returned to the renter.

HALF DAY RENTAL (Four Hours) **$200.00 PLUS DEPOSIT**

Deposit required of $200.00 which includes 2 hours of cleaning, any additional cleaning will be taken out of the deposit @ $30.00 an hour, the remaining amount will be returned to the renter.

NON-PROFIT ORGANIZATIONS: **$50.00 NO DEPOSIT REQUIRED**
All non-profit organizations must clean the facility before returning the keys.

The Village of Wilton may terminate the contract upon 30 days' notice. The Village of Wilton reserves the right to refuse reservations to anyone based upon previous use that did not meet expectations.

Activities, Supervision, Etc.

1. Smoking is prohibited.
2. Sitting or standing on tables or standing on chairs is prohibited.
3. The chairs and tables may not be removed from the premises.
4. The facility will be rented as is furnishings and fixtures will not be moved.
5. Facility must be vacated and locked by a pre-determined time.
6. The person in charge must be 18 years of age for any activity.
7. It shall be the responsibility of the renter to obtain any necessary permits or licenses required, and to abide by all state laws, as well as all Village ordinances, resolutions, and policies.
8. A Village of Wilton Police Officer or Village Employee shall have the right to enter the premises at any time.
9. The Village of Wilton is not responsible for any articles left, lost, or stolen on the rented premises.
10. The Village of Wilton shall not be liable for any injuries, death or property damages arising out of the use by the renter of the Community Center and the renter agree to hold the Village harmless.
11. Chaperones are required for any civic or social activity where minors are present.

Decorations-Music-Beer

1. Decorations are permitted in the Community Center.
2. Music is permitted outside of the Community Center facility with approval by the Village Board.
3. A temporary Class "B" Picnic Beer license must be approved by the Village board prior to the event if the beer is being sold. Only "bona fide" clubs, fair associations or agricultural societies, churches, lodges, or societies that have been in existence for at least six months, and to veterans' organizations.
   (Definition) "Bona fide" as authentic, genuine, done or made in good faith, without deception or fraud. "Club" is defined as a group of people organized for a common purpose, especially a group that meets regularly.
4. An individual with an operator's license / temporary license must always be on the premises when the beer is being sold and consumed.
5. If the event was organized by invitation and the beer is given away (free), the picnic Class "B" Picnic Beer license is not required. The renter is responsible for the activities that take place.
6. Operator's license must be purchased at the Village office.
7. No glass bottles are allowed.
8. No candles are allowed in the facility (Wisconsin Administrative Code)

Clean-Up

(Gym-Hallway-Bathrooms-Kitchen)

1. Activities must be over, and the facility vacated and locked within a pre-determined time.
2. Responsibility of renter to:
   - Wipe, clean and dry all tables and chairs (if used).
   - Put all bagged garbage in dumpster provided and recycling in bins provided.
   - Recycling and Garbage should be separated.
   - **DO NOT USE SOAP OF ANY KIND ON THE GYM FLOOR**.
   - All food must be removed.
   - All decorations are to be removed.
   - All lights are to be turned off.
   - All doors should be closed and properly locked.
   - All chairs/tables should be placed on the racks provided and stored under the stage/storage room-neatly.
3. The renter agrees to pay for additional damages from misuse of the Center above and beyond what is covered with the deposit. Additional damage will be invoiced to the renter. (Example: broken chairs, tables, items missing, etc.)

RENTAL PERIOD AND RENTER INFORMATION

DATE OF EVENT: _____

Name of Renter(s): _____

Phone Number: _____

Address to return deposit: _____

_____

_____

The Renter agrees to abide by all the rules and regulations as described in this document and accepts the conditions as written.

I, the renter, hereby acknowledge receipt of a copy of this agreement and the key to entrance to the Village of Wilton Community Center.

_____

Signature of Renter

Purpose

☐ Birthday Party
☐ Wedding
☐ Funeral
☐ Reunion
☐ Fundraiser
☐ Other: _____

Rental Period

☐ Half Day ($200) _____ to _____

☐ Full Day ($400)

☐ Weekend ($600)

Will alcohol be sold at this event, including "donation" buckets, or ticket sales including drinks with purchase)?

☐ Yes (If Yes, who is acquiring the operator/temporary license?) _____

☐ No

---------- For Office Use ----------

Rental Fee $_____ + $_____ Deposit
Deposit paid _____ Check #/Cash _____ Rental Fee/Balance Paid _____

Deposit to be returned? ☐ Yes ☐ No _____
Deposit returned _____ Check # _____

_____ _____

Casey Oium – Village of Wilton Clerk/Treasurer Date