

VILLAGE OF BIRNAMWOOD COMMUNITY CENTER RENTAL AGREEMENT

Renting this facility for personal use is strictly a privilege. Reservations are taken on a first come, first served basis. Rental fee and security deposit must be paid within 5 days of placing reservation. Cancellations must be received at least 15 days prior to event to receive refund of rental fee. The Village Board reserves the right to reject rental of the Community Center to any person or organization.

Fee Schedule

Village of Birnamwood Residents	\$50.00 per day
Non Resident	\$100.00 per day
Security Deposit	\$100.00 (refundable if all conditions are met)
Senior / Youth / Non Profit Groups	No Charge (only 4 events per club or non-profit per year, or charged thereafter)

Two checks are required; one for the rental fee and one for the security deposit. Make checks payable to: **VILLAGE OF BIRNAMWOOD** Contact Lauri Klumpyan, Village Clerk, 715-449-2001 for reservations, contracts, and deposits.

Please contact Chris Jensen @ 715-219-4151 by Thursday of the week of your event to make arrangements to get a key or get into the building.

To receive a full refund of the deposit the following conditions must be met:

- Applicant must immediately clean and restore the Community Room and Kitchen to its condition prior to applicant's use.
- Cleaning supplies will be found under the sink in kitchen cabinets. Kitchen sink, restroom sinks, and toilet seats should be clean. Any spills in the refrigerator and all countertops must be wiped clean.
- Garbage Bags will be provided. All garbage must be collected including bathrooms. Your garbage is your responsibility and you must take it with you when you lock up. Remove fingerprints from doors and windows.
- Brooms and dust pans provided, floors to be swept, and the floor mopped if necessary.
- Dishes and utensils are not provided, please bring your own.
- Refrigerator and microwave are available for your use, there is no stove or oven.
- Bathroom supplies will be stocked.
- Those renting and using the facility may setup tables and chairs, however all must be taken down and stored after the event.
- **Functions must be over by 12:00 AM (midnight) and premises vacated by 12:30 AM.**
- **Absolutely no decorations affixed to walls or ceiling.**
- No kegs allowed inside the building at any time.
- No pets allowed inside the building at any time.
- No smoking or tobacco usage inside the building.
- No equipment or furniture may be removed from the building for any reason.
- No candles, or any other device producing an open flame, are permitted.
- **Renter** shall be responsible and pay for any damage to the premises or furnishings, apparatus or equipment which has occurred as a result of their activities.
- Number of attendees must not exceed capacity of 107 persons.
- Minimum of two adult chaperones shall be present at all youth events.

Close and lock all windows, turn off all lights, check bathrooms and lock doors upon leaving.

If it is necessary to contact someone during your event, please call one of the following:

Mike Sprague 715-449-3174 715-219-2889 Cell
Carol Resch 715-449-2384
Chris Jensen 715-219-4151 Emergency Maintenance

Signature: _____

Address: _____

Phone: _____

Date of event: _____

Function type: _____

Time of function: _____

Rental Fee: \$ _____ Check No. _____

Deposit: \$ _____ Check No. _____

MAKE AND RETAIN ONE COPY FOR YOUR RECORDS, RETURN THE ORIGINAL SIGNATURE PAGE TO :
Village of Birnamwood
PO Box M
Birnamwood, WI 54414

IF YOU ARE MAILING INVITES FOR YOUR EVENT, LIST THE MATSCHE CENTER ADDRESS AS 362 RAILROAD AVENUE, BIRNAMWOOD. IF YOU LIST IT AS STREET, GPS WILL SEND THEM TO MATTOON!