RENTAL AGREEMENT

NAME OF RENTER: _____ **TODAY'S DATE:** _____

ADDRESS: _____ **RENTAL DATE:** _____

PHONE #: _____

This form confirms your rental for the room(s) stated below in the Poynette Municipal Building. The rental fee is due at the time of rental in order to guarantee the room. The cleaning/damage deposit is due at the time you pick up the key. If you cancel your rental 30 days prior to the event, the rental fee will be returned. If you cancel your rental less than 30 days of the event, your rent will be forfeited to the Village.

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.

Please Note: ADULT SUPERVISION is required at all times when juveniles are present.

A $30.00 charge will be made for any check returned to the Village for non-sufficient funds. A Credit Card will be required for the cleaning/damage deposit. 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 and all of Renter's invitees and guests shall comply with the Poynette Village Hall Meeting Room Policy attached hereto and incorporated herein. Renter assumes any and 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 in connection with 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 of the terms and conditions of this Rental Agreement, and expressly agrees that the Village may charge expenses for all of the cleaning and repairs related to and arising from my rental of the room(s) against the Credit Card used for the cleaning/damage deposit.

ROOM(S) RESERVED	RENT	DATE RENT PAID	DEPOSIT	DATE DEPOSIT PAID
Civic Hall (entire upstairs)				
Upper Meeting Room				
Lower Meeting Room				

PAYMENT REMAINING: _____

Renter's Signature: _____

Clerk's Signature: _____

RENTAL FEES ARE PAYABLE IN FULL WHEN HALL IS RESERVED

DEPOSITS ARE PAYABLE WHEN PICKING UP THE KEY AND PRIOR TO EVENT SETUP

ALL USERS MUST PAY A DEPOSIT AND SIGN THE CONTRACT

	Village Residents	Non-Village (Community) Residents or with tie	Non-Resident No tie to the Community	Deposit VR/COM/NON
Village Hall - Civic Hall (includes kitchen, upper meeting room, lounge area, stage, and podium)				
Individuals/Families	$100.00	$200.00	$600.00	$200.00/$200.00/$600.00
Non-Profit***	$25.00	$50.00	$100.00	$200.00/$200.00/$600.00
For-Profit	$200.00	$250.00	$650.00	$400.00/$400.00/$800.00
Recreation Provider****	-	-	-	$200.00/$200.00/$600.00
Gov't Groups (Local, County & State)	$25.00	$200.00	$200.00	$200.00/$200.00/$600.00
Village Hall - Upper Meeting Room				
Individuals/Families	$40.00	$75.00	$75.00	$75.00/$75.00/$75.00
Non-Profit***	-	$35.00	$35.00	$75.00/$75.00/$75.00
For-Profit	$40.00	$75.00	$75.00	$75.00/$75.00/$75.00
Recreation Provider****	-	-	-	$75.00/$75.00/$75.00
Gov't Groups (Local, County & State)	$40.00	$75.00	$75.00	$75.00/$75.00/$75.00
Village Hall – Lower Meeting Room				
Individuals/Families	$25.00	$50.00	$50.00	$50.00/$50.00/$50.00
Non-Profit***	-	$15.00	$15.00	$50.00/$50.00/$50.00
For-Profit	$25.00	$50.00	$50.00	$50.00/$50.00/$50.00
Recreation Provider****				$50.00/$50.00/$50.00
Gov't Groups (Local, County & State)	$25.00	$50.00	$50.00	$50.00/$50.00/$50.00

- **USERS ARE RESPONSIBLE FOR THE ACTIONS OF THEIR GUESTS**
- **USERS ARE RESPONSIBLE FOR DAMAGE RESULTING FROM THEIR EVENT**
- **USERS ARE RESPONSIBLE FOR SETUP AND TEAR DOWN OF CHAIRS, TABLES, ETC.**
- **USERS WILL BE CHARGED $25 FOR ANY LIGHTS NOT TURNED OFF.**
- **USERS MUST CLEAN UP AFTER THEIR EVENT.** IF CLEAN UP IS NOT TO VILLAGE STANDARDS, CONTRACT CLEANERS WILL FINISH CLEANUP. IF CONTRACT CLEANERS ARE USED TO FINISH, USER WILL BE CHARGED AND ANY UNUSED PORTION OF THE DEPOSIT WILL BE RETURNED.
- **ALCOHOLIC BEVERAGES MAY BE SERVED, BUT A CASH BAR IS NOT ALLOWED. MONEY MAY NOT CHANGE HANDS IN ANY FORM. FOR ALCOHOLIC BEVERAGES (1/4 BARRELS AND 1/2 BARRELS ARE ALLOWED)**
- **ALL DRINKS MUST BE SERVED IN CANS, PLASTIC OR PAPER CUPS.**
- **PROOF OF INSURANCE WITH THE VILLAGE OF POYNETTE NAMED AS AN ADDITIONAL INSURED MAY BE REQUIRED TO USE VILLAGE SPACE.**
- **IF A CATERER IS TO BE USED, PROOF OF INSURANCE MUST BE PRESENTED PRIOR TO USE.**

**NOTE: ****IF YOU NEED THE USE OF THE PODIUM, PLEASE SEE THE CLERK'S OFFICE FOR THE AMPLIFIER

NOTE:*LOCAL, NON-PROFIT ORGANIZATIONS:** IF MEETING MORE THAN 12 TIMES ANNUALLY, THEY WILL BEGIN TO PAY FEES AS NON-LOCAL NON-PROFITS, AS SHOWN ABOVE, FOR ANY MEETINGS BEYOND THE 12TH MEETING IN A CALENDAR YEAR.

NOTE:**RECREATION PROVIDER AS APPROVED BY THE PARKS COMMISSION**

USER MUST NOTIFY VILLAGE STAFF OF ANY DAMAGE DONE TO VILLAGE EQUIPMENT OR THE BUILDING!

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

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

VILLAGE HALL ROOM RENTALS CHECK IN/CHECK OUT LIST

User: _____

Date: _____

Using: ☐ Lower Meeting Room

☐ Civic Hall ☐ Kitchen ☐ Upstairs Meeting Room

Payment Made? Date _____ Returned? _____

Deposit Made? Date _____ Returned? _____

Key and Cleaning List Pickup: _____ Date _____
Renter's/Designee's Signature

<u>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.</u>

Cleanup:		**CHECK IN**	**CHECK OUT**
Furnishings:	Returned to original location, cleaned of spills?	☐	☐
Walls:	Free of scuff marks & tape (no damage to paint)?	☐	☐
Civic Hall:	Floor and Stage – Dust Mopped?	☐	☐
	Floor and Stage Mopped (entire floor)?	☐	☐
	Debris cleaned up?	☐	☐
	Trashcan liners hauled to lower hallway & liners replaced?	☐	☐
	Lights turned out?	☐	☐
	(**Note**: <u>if glow lights on light switches are **DARK**, lights are still on</u> – press switch to turn the glow lights **ON** – sliding dimmer does NOT turn lights off)		
Kitchen:	Floor, Counters, Cabinets cleaned?	☐	☐
	Appliances cleaned inside and out?	☐	☐
Meeting Rooms:	Furniture properly arranged and cleaned?	☐	☐
	Carpet/Floor spot cleaned and swept?	☐	☐
	Carpet vacuum cleaned?	☐	☐

********USER: Please return keys, checklist and accompany staff member to check cleanup on the first business day after event.***

CLEAN UP CHECK LIST

KITCHEN:

- WIPE DOWN COUNTERS & CABINETS
- WIPE DOWN SINK
- WIPE DOWN MICROWAVE
- WIPE DOWN STOVE TOP & CLEAN OUT REFIGERATOR
- 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

HALLWAYS/STAIRWAYS:

- 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
TOILET PAPER	PUSH BROOM	VACUUM
PAPER TOWEL	DRY MOP	