

## VILLAGE OF NEWBURG COMMUNITY CENTER

### RENTAL RATES & CONTRACT

Cleaning / Damage Deposit – Required for all functions	<b>\$100</b>
Community Center Rental:	
Weekend (Sat - Sun) Full Day Rental	<b>\$145 – Non-Resident</b> <b>\$ 95 – Resident</b>
Weekday (Mon – Fri) Full Day Rental	<b>\$115 – Non-Resident</b> <b>\$ 65 – Resident</b>
Business / Recurring Rentals Example: Rent monthly all year and receive 12 <sup>th</sup> month free.	Discountable at discretion of Administrator and/or Clerk
Additional Rental Add-Ons: (separate contract required)	
50-piece place settings: includes dinner plate, salad plate, bowls, dinner fork, salad fork, tablespoon, teaspoon, and butter knife	<input type="checkbox"/> <b>\$50.00</b> (renter is responsible for washing all used items and putting them away)
Black tablecloths and napkin linens	<input type="checkbox"/> <b>\$25.00</b> (renter is responsible for putting linens in laundry bin)

*Civic and humanitarian non-profit organizations which directly benefit the Village of Newburg residents may be afforded the use of the center at no charge.*

#### RENTER

\_\_\_\_\_  
Group (if applicable)

\_\_\_\_\_  
Responsible Individual (Renter)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

#### PROPERTY OWNER

Village of Newburg  
PO Box 50, 620 W. Main St  
Newburg, WI 53060  
262-675-2160 - Village Hall  
[Newburg\\_clerk@village.newburg.wi.us](mailto:Newburg_clerk@village.newburg.wi.us)  
Village Hall Hours: M-W 8a-4:30p, Thurs 10a-6p

#### Community Center Location

450 W. Main St. Newburg, WI 53060

#### Other Notes:

Please write a separate check for the security deposit and date it the date of your event. It will be destroyed if there is no damage after your event.

#### Maximum Capacity:

Seated: 99    Standing: 213

Purpose of gathering: \_\_\_\_\_ Date of gathering: \_\_\_\_\_

Date/Time you wish to set-up: \_\_\_\_\_ and vacate by: \_\_\_\_\_

Will alcohol be served? Yes \_\_\_ No \_\_\_ If yes, Lessee assumes all responsibility for individuals consuming.

How many people do you expect to attend your gathering? \_\_\_\_\_ How many chairs do you anticipate needing? \_\_\_\_\_

If you request a special set-up of tables and chairs, check here \_\_\_\_\_ and speak with Village Hall. Additional fees may apply.

**The code to access the Community Center will be emailed to you on the Wednesday before your event. If you do not receive it Wednesday, check your spam, and if you still haven't received it, contact Village Hall on Thursday morning.**

**By signing below, I agree that I have read all rules & regulations governing the renting of the Village of Newburg Community Center:**

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village of Newburg Clerk or Designee

\_\_\_\_\_  
Date

## VILLAGE OF NEWBURG COMMUNITY CENTER –USE RULES & LIABILITY AGREEMENT

*We love our Community Center and hope you will too! Please follow these rules to help us take care of it:*

1. **ALCOHOL:** Note that by renting the Community Center you agree that if alcohol is served at your event, it may only be served in accordance with the law, may only be consumed by those aged 21 years and older, and only in a responsible manner. Alcohol consumption is restricted to inside of the building and the back deck area only, and may not be consumed in the parking lot or sidewalk areas. The sale of alcoholic beverages is prohibited. Renter assumes all responsibility for complying with the law and agrees to monitor that event attendees do not drive themselves home after having too much to drink.
2. **TOBACCO:** The Community Center is a smoke-free building. Use of tobacco products is limited to outside of the building at the bench between the side door and garage, and cigarettes shall be disposed of in a suitable container.
3. **ANIMALS:** No animals or pets other than bona fide disability service animals are permitted in the building.
4. **HOLD HARMLESS AGREEMENT:** You as the renter agree to indemnify and hold harmless the Village of Newburg, and all agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney fees, in case it shall be necessary to file an action arising out of the rental usage of the Community Center; including from bodily injury, illness, property damage, loss of use caused in whole or in part by the Renter's or the Renter's guests' negligent acts or omissions.
5. **PAYMENT:** The full rental fee and cleaning/damage deposit is due to the Village Clerk at the time of reservation. There are no "holds" of dates. The deposit check will be destroyed after the rental, provided no excessive cleaning was required in order to return the building to its original rental condition, no damage beyond normal wear and tear occurred, and provided no other rental provisions were clearly violated. Rental cancellations require notice in writing to the Village Clerk, 72-hours before the rental reservation time, in order to receive a full refund. Cancellations providing less than the required notice will forfeit one-half (50%) of the rental fee.
6. **BUILDING ACCESS:** The Village Clerk will provide instructions to access the building using a numerical key access code during the week of your rental. Please only access the building during the rental set-up and end times listed in this contract, and please do not share the access code with anyone.

Email address to receive access code: \_\_\_\_\_

### 7. CARE AND CLEAN UP OF THE PREMISES:

- A. Please do not use glitter, confetti, or flame candles for any reason. Birthday cake candles used for a few minutes to celebrate are the only exception to this rule. If you tape decorations up please be careful not to damage walls. If you move tables and chairs, please return them to the positions in which you found them.
- B. Please do not remove any property from the premises that belongs to the Community Center. Also, please do not remove the Community Center's frames or artwork from the walls.
- C. Please do not lodge doors open. This allows insects to fly in, and we try to keep critters out of the building!
- D. Please wash, rinse, dry, and return kitchen utensils used to the proper storage areas. Also please clean out and dry the sink and wring out and hang to dry any dish cloths. Please wipe down all counters and tabletops and ensure no food spills are left that could attract critters. Please put coffee grounds in paper and place in trash; do not throw coffee grounds into the sink. This helps us keep our facility clean for you to come again!
- E. Kitchen appliances available for use include a refrigerator, stovetop, sink, pizza oven, and popcorn

machine. Please be sure to clean up and turn off any hot appliances, and please do not adjust the temperature of the refrigerator. If you plug in an appliance, please be sure to unplug it upon end of use. Please report any equipment failure to Village Hall at 262-675-2160 or to our DPW Staff at (262) 689-5960.

- F. Bottled beverages like soda and water, condiments, paper plates, and plasticware present in the building are for village-sponsored events and are not for rental use. Please do not take our supplies without permission.
- G. Please sweep the floors in all rooms used and damp mop any areas with mud, footprints, spills or other debris that was a result of your party's use.
- H. Please remove all garbage and recyclable debris from the building by placing them in the on-site trash cans near the garage. Ensure all boxes or cardboard are broken down and that recyclable items are placed into the recycling container.
- I. Turn off all lights (except labeled to be left on), prior to leaving building.
  - i. Ensure all three entrance doors (patio, side door, front door) are closed securely and locked.
  - ii. Return key to key box.

**By signing below, I agree that I have read all rules & regulations governing the renting of the Village of Newburg Community Center:**

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date