

Village of Oliver Hall Rental Agreement and Checklist

HALL RENTAL: Julie Abraham, Clerk/Treasurer (715) 394-3171

Key may be picked up on Thursdays before the party between the times of 2:00 p.m. to 5:00 p.m.

Lessee or Group Name: _____

Address: _____

City: _____ Telephone: _____

Day/Date of Event: _____ Time: from _____ to _____ (enter time that you want to get in to setup and (what time you will be cleaned up and leaving)

Purpose: _____ Attendance (#): _____

Person Responsible for Key: _____

A deposit of \$100.00 will be due at the time this rental agreement is signed. The deposit will be returned after the hall is inspected.

The additional rental fee will be due at the time you pick up the key:

- The rental fee:
\$100.00 for residents \$200.00 for non-residents
- The rental fee if serving alcohol:
\$175.00 for residents \$275.00 for non-residents
- Early access fee: \$20.00 (when available)

_____ I have read and understand the "Hall Rules."
(initial)

Date _____ Signed Lessee) _____

Date _____ Signed Lessor) _____
(Village of Oliver Official)

ALL LIABILITY IS TRANSFERRED FROM THE VILLAGE OF OLIVER TO THE SIGNER OF THIS LEASE.

Return signed form and send with payment to: Village of Oliver, 2125 E State St, Superior, WI 54880

HALL RULES:

TABLE TOP DECORATING ONLY. Nothing allowed on walls, sound panels, windows or wood panels. This includes staples, tape, thumb tacks and 3M hanging strips.

- All tables and chairs must be returned to their original locations.
- All decorations and garbage must be removed when leaving.
- Close the windows and lock the hall securely whenever leaving the hall.
- Lessee will be responsible for any damages and missing articles and will be charged according.
- If any damage is found on the walls or sound panels the deposit will not be returned.

PLEASE remember the Lessee shall be liable and responsible for all janitorial, maintenance, and cleaning personnel necessary to restore the same to an equal or better condition than prior thereto immediately following such activity. Lessee also agrees to so conduct its activities upon the premises so as not to endanger any person.

Lessee also shall comply with all laws of the United States, of the State of Wisconsin, and to all ordinances, rules and regulations of the Village and Lessee will not do nor suffer to be done anything on said premises in violation of any such laws, ordinances, rules and regulations.

NO ILLEGAL DRUGS OF ANY KIND IS ALLOWED ON VILLAGE PROPERTY.

NO SMOKING ALLOWED INSIDE THE HALL.

FOR THOSE (INDIVIDUALS/GROUPS/FAMILIES) USING THE VILLAGE OF OLIVER HALL.PLEASE COMPLETE THE FOLLOWING CHECKLIST BEFORE YOU LEAVE.

Have you removed all the garbage/trash from the hall (kitchen/bathrooms/entry way)? _____

Have you turned down the thermostat(s)? (During the winter months, down to 60 degrees). _____

Have you turned off the stove? _____

Have you closed and locked any windows that were opened? _____

Have you removed all YOUR items from the refrigerator/freezer? _____

Have you wiped off the stove, counter tops, sinks and any tables that were used? _____

Have you returned all the chairs and tables as you found them? _____

Have you swept in the main room, kitchen, bathrooms, and mopped the floors? _____

Have you or your guests left any item(s) outside the front or back door? _____

Have you turned OFF all the lights and LOCKED all the doors? _____

Did you become aware of any equipment malfunction while using the hall? Y N
If yes, please explain on the back of this checklist.

Did any injury or accident happen while you or your guests had use of the hall?

If yes, please explain in detail on the back of this checklist.

HALL RULES:

The leaser is responsible for all damages incurred during the rental. Also for any loss or left items brought in by the leaser or its guests. All items brought into the hall must be removed upon departure.

- The Village of Oliver will not be liable for any accidents and the renter will be liable for any damages caused by any of their guests.
- The band or D. J. must quit playing by 12AM and be out by 1AM.
- A police officer or security guard must be hired by the lessee if alcohol is provided.
- **NO ALCOHOL** will be permitted outside the building.
- I understand that regulations require that attendance **MUST be limited to 100 people.**
- If the Village of Oliver has to clean the Hall you will be charged \$20.00 per hour, per person, for excess cleaning.

PLEASE REMEMBER the deposit will be returned to the Lessee ONLY after the hall has been inspected and key has been returned, and the above conditions have been met.

LIQUOR LIABILITY AND YOU

As a renter of the Village of Oliver's hall, 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 persons.

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 a licensed operator.
3. Check each person's ID. You must be 21 to drink in Wisconsin.

If you suspect someone has had too much to drink:

1. Stop serving them!
2. Do not let them drive. Provide an alternate source of transportation.
3. If you cannot handle the situation, call 911.

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

I, _____ having read and understood the Terms of Rental, Hold Harmless Clause, and Liquor Liability responsibility agree to comply with the agreement at the event for which I have rented the Village of Oliver Hall.

Village Official (Lessor)

(Lessee)

Date

Return both signed forms with payment to: Village of Oliver, 2125 E State St, Superior, WI 54880