

Mail/Deliver form + payments to: PO Box 169, Nichols, WI 54152 -OR- Office: W5720 Cty Rd F, Nichols, WI 54152

Office: 920-525-2717 -- Cell: 920-419-1843 -- Email: [villageofnichols@gmail.com](mailto:villageofnichols@gmail.com) -- Website: [villageofnichols.com](http://villageofnichols.com)

This "Rental Agreement" is entered into by the Village of Nichols (hereafter referred to as "Village") and the following Renter/Person in Charge \_\_\_\_\_ (hereafter referred to as "Renter").

**Note:** The "Renter" must be 21 years or older

**RENTAL INFORMATION:**

Date of Event: \_\_\_\_\_ Time period: from \_\_\_\_\_ to \_\_\_\_\_

Approximate size of group: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Rentals will be placed on the Village's website calendar as "RSVD" plus a last name, unless notified not to.

**RENTAL RATES and DEPOSIT:** (please circle the amount of each check included)

Please include **two checks**: one for the RENTAL FEE and one for the DEPOSIT

Please indicate how to return the Deposit check: \_\_\_\_\_-shred check \_\_\_\_\_-VOID and return

**Rental fee:** "Village" Resident NON-"Village" Resident

Half Day: 5 hours or less	\$ 35.00	\$ 45.00
Full Day: plus 5 hours	\$ 60.00	\$ 70.00
Community Center & Pavilion	\$ 70.00	\$ 80.00
Pavilion only	\$ 25.00	\$ 35.00

**Deposit fee:** (required for all rentals) \$ 25.00 -- or, "On File" -- \$ 25.00

**Note:** 1<sup>st</sup> time "Renters" are subject to a Deposit of \$ 100.00

The rental date is locked in once this application and the two checks (Deposit check and Rental check) are received at the Village Office. Deposits may be refunded after inspection of the facility rented.

I, "Renter", have read and agree to the terms of the "Rental Agreement" and the "Rental Rules and Regulations".

"Renter": \_\_\_\_\_  
Signature Print Name Date

\_\_\_\_\_  
Mailing address City, State, Zip Code

\_\_\_\_\_  
Cell number Home phone number E-mail address

**See bottom of page 2 for "Cancellation Policy"**

**NOTE:** The Nichols Nitros, as part of the Dairyland League, have rights to use the Nichols ballfield whenever games are scheduled (including make-up/tournament). The "Village" will do its' best to alert the "Renter" of scheduled games.

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**Pre-Reservation:**

- Read the Nichols Community Center "Rental Rules and Regulations".
- Fill out and sign the "Rental Agreement". Return to the Village Office with the appropriate checks.
- "Renter" will receive a door code from the Village Clerk in the week prior to the Event.
- It is the "Renter's" responsibility to obtain any necessary licenses or permits; and, to abide by all State laws and "Village" ordinances, resolutions, and policies.
- Community Center capacity is 82 persons.
- Smoking is prohibited inside the Community Center building.
- Animals are not allowed inside the Community Center building.  
Exception: with proof of State Certified service animal.

**Event Day:**

- Decorations cannot be hung on ceiling grids or tiles. Decorations can ONLY be put on walls with painter's tape. Do NOT use any other types of tape, Command Strips, nails or tacks.
- Use of dishes, silverware, utensils, coffee pots, etc. is permitted. Items used must be cleaned and returned to the place they were found. NO village items are to be taken from the building.
- Bring dish clothes and towels for your use.

**Post-Event:**

- Clean all tables, chairs, counter tops, and appliances that were used as needed.
- Return all tables and chairs to their original set-up.
- Sweep floors and mop any spills as needed. Brooms, mops, etc. are in the back closet by the bathrooms.
- All food and decorations must be removed.
- Kitchen/dining area garbage must be taken home and clean bags put in trash containers. Extra garbage bags are in the trash cans or on the open shelving in the kitchen. Bathroom garbage can be left in the bathrooms.
- If the thermostat was changed, reset to the temperature it was before use.
- Make sure all windows are closed and locked. Make sure all lights (including the bathrooms) are turned off. Make sure all doors are locked.
- The Community Center and/or Pavilion must be cleaned, secured, and vacated by 11:00 p.m.
- The "Renter" is responsible for any damage to "Village" property due to misuse or negligence including failure to secure the property after use.

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**Hold Harmless :** The "Village" shall not be liable for any injuries, death, or property damage arising out of the use by the "Renter" of the Community Center and/or Pavilion, The "renter" agrees to hold the "Village" harmless.

**Cancellation Policy:** The rental fee and deposit will be refunded if the "Renter" notifies the Village Clerk no later than fourteen (14) calendar days prior to the Event.

If cancellation is less than fourteen (14) days prior to the Event, only the deposit will be returned. The rental fee will be retained by the "Village".