

# TOWN OF LAFAYETTE

5765 197th St  
Chippewa Falls, WI 54703  
715.723-7692  
www.lafayettetownship.org

## PAVILION RENTAL CONTRACT

OFFICE HOURS 9:00 A.M TO 4:00 P.M.  
MONDAY THRU THURSDAY

### Renter's Receipt

Deposit Pd: \_\_\_\_\_

Rent Pd: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Due: \_\_\_\_\_

Initials: \_\_\_\_\_

#### **RENTAL FEE:**

- \$50.00

#### **DEPOSIT:**

- \$50.00 Deposit is required upon signing the contract. Deposit will be refunded when the terms of this contract are fulfilled.
- Deposit may be forfeited in part or total for any property damage or failure to comply with the cleanup terms of this contract. If damage exceeds deposit, the renter will be billed for the difference.

#### **CANCELLATIONS:**

- All of the deposit will be forfeited for cancellation less than two weeks of rental date. Ten dollars (\$10) of the deposit will be forfeited for all other cancellations.

#### **PARKING:**

- Park only in the parking lot. No vehicles allowed past the gates, other than for set up/ clean up and /or handicapped access. Do not park in the grass anywhere on the property.

#### **SALES OF ALCOHOLIC BEVERAGES & RAFFLES:**

- Sales are prohibited unless proper license is acquired.

## CLEANING REQUIREMENTS

After using the pavilion, the general appearance should be the same or better as prior to rental. Clean up operations are to be completed the same day. If cleaning is not completed as specified in this contract, it will be done by a town employee and an amount will be deducted from the deposit. Any amount over the deposit for clean up or damages will be billed to the renter.

### **THINGS TO BE DONE BEFORE AND AFTER EVENT:**

- Bring garbage bags, broom and dust pan and cleaning solutions
- Place recyclables in proper containers
- Bag and tie all garbage and place in dumpster next to the town shop
- Sweep the pavilion, recreation indoor room and bathrooms
- Clean up area (grounds & complete parking lot)
- Clean bathrooms including garbage

***In Case of Damage / Electrical Malfunction etc. Contact: Mark Sedlacek 715/829-8741***

# PAVILION RENTAL CONTRACT

I have read the contract for renting the Lafayette Town Pavilion agreement and will abide by all rules set forth in the contract.

RENTERS SIGNATURE \_\_\_\_\_

RENTERS PRINTED NAME \_\_\_\_\_

RENTERS ADDRESS, ZIP \_\_\_\_\_

RENTERS PHONE NO. \_\_\_\_\_

RENTERS EMAIL \_\_\_\_\_

PAVILION RENTAL DATE \_\_\_\_\_

ESTIMATED SIZE OF GATHERING \_\_\_\_\_

## **OFFICE USE ONLY**

### Supervisor's Comments

Deposit Paid - \$50 \_\_\_\_\_ Date \_\_\_\_\_

Rent Paid - \$50 \_\_\_\_\_ Date \_\_\_\_\_

Website Complete \_\_\_\_\_

Calendars Complete \_\_\_\_\_

Clean Up/Damages \_\_\_\_\_

Initials \_\_\_\_\_

Deposit Returned Amount \$ \_\_\_\_\_