

Town of Scott Community Center

Non-Profit Rental Application and Contract (For Town Residents)

Select Requested Facilities

- ☐ No Charge - Both Upper and Lower-Level Areas
- ☐ No Charge - Upper-Level Dance Hall, Stage and Bar Area (Capacity 365)
- ☐ No Charge- Lower-Level Banquet Hall and Kitchen Area (Capacity 217)
- ☐ Extra Day for Setting up or tearing down with prior approval.
- ☐ \$150 Security Deposit for Local Residents (Proof of residency required)
- ☐ \$1 per chair – Padded Chair Rental (use in facility only)

Rental Information:

Date of Event for Hall use: _____

Name of Group or Individual: _____

Address of renter: _____

Type of Event: _____ Phone # _____

Number of People attending: _____ Beer or Wine be served? _____

Time needed to set up event: _____

Time Community Center in use: _____

Alcoholic Beverages: Under ***no circumstances is alcohol allowed*** to be sold on the premise without a liquor license.

Private Rental: Beer, wine, and alcohol may be served to guests of legal drinking age at ***no-charge***.

Building Entry: The door security lock combination will be provided prior to the event. For the combination, please contact the Town Clerk at 920-994-4470.

Closing Hours & Noise: All music must end by 12:00 a.m. The event must end, and the building secured by 1:00 a.m.

Animals: Service dogs will be allowed for people with special needs; no other animals are allowed in the building.

Security Deposit Requirements:

- ☐ \$150 Town of Scott Resident (proof of residency required)

Security deposits will be refunded in full or in part, based upon facility inspection after each event. Security deposit refund shall be returned the month following the Community Center use at a regularly scheduled town board meeting (2nd Monday of each month) as refunds shall be treated as a town bill and as such must be approved by the Town of Scott Board.

Cancellations: must be made at least 30 days prior to the event or no security deposit will be returned. For questions regarding security deposits refunds, please contact Luanne Rady, Town Clerk at 920-994-4470.

Decorations: No decorations shall be hung from any ceiling, wall or window in the facility using tape, tacks, staples, or nails. Tape residue or damage to the paint found following your rental will result in a charge against your deposit to cover the additional cleaning time required. Bulletin boards are available for decorations.

Theft and Damages: The Town of Scott reserves the right to withhold the replacement cost for any damage to the property, its contents or any stolen items related to the time of the scheduled function.

Security Personal: The Town of Scott reserves the right to request the renter hire private security for scheduled functions open to the public whereby an organization has obtained a license to temporarily sell beer or wine, if the board determines it would be in the best interest of the public who attending the function and the property itself. The Town of Scott Board needs to receive a copy of the security contract at least 2 weeks prior to the event.

Future Rentals: The Town of Scott reserves the right to deny future rentals if stipulations of this contract have not been met to its satisfaction.

Cleaning Requirements: The Town of Scott requires renters to clean and remove all garbage after each function, to keep expenses and rental fees to a minimum. The Town of Scott garbage dumpsters are located on the west side of the building. Carpets should be vacuumed if needed. All chairs and tables should be returned to their proper location. If any item is poorly cleaned, the Town of Scott reserves the right to withhold from the security deposit at the cost of a cleaning rate of \$25.00 per hour. It is also the renter's responsibility to make sure that all the lights are turned off, windows are closed, and doors are locked prior to exiting the building. Deposits will be held or adjusted if cleaning requirements are not completed. Deposit money will also be adjusted for broken or missing items.

Contractual Agreement Signature:

The applicant/organization agrees to indemnify and save the Town of Scott harmless, from all claims by, or on behalf of, any Town property damaged, or damage arising out of the applicant's/organization use of Town property pursuant to this application. Applicant/organization further agrees to indemnify the Town of Scott for any attorney fees or other expenses incurred by the Town of Scott in defending any claims arising out of or during applicant's/organization use of the Town property pursuant to the application.

Signature of Responsible Person _____

Printed Name of Responsible Person _____

Date _____

Town of Scott Community Center Contact Person for booking, rental information and to return all signed contracts:

Luanne Rady, Municipal Clerk, N1306 Boltonville Road, Adell, WI 53001, Phone 920-994-4470.

Note: If no answer, please leave a message and your call will be returned as soon as possible.