

Reeseville Community Center Rental Agreement/Contract

Customer Name(s): _____

Address: _____

City, State, Zip: _____

Phone: _____

Email (optional): _____

Date of Event: _____

Room Reserved: ☐ Small Gathering Room (max 32) ☐ Large Room (max 224) Time of Event: From _____ to _____

Payment Type: ☐ Cash ☐ Check ☐ Credit/Debit (2.75% fee applies)

Amount Paid: \$ _____

Bar Needed: ☐ Yes ☐ No

If NO is selected, I agree not to bring in alcohol. Doing so will violate the contract, forfeit all fees, and may result in removal from the facility. Initials: _____

Booking and Deposit Policies

1. A signed contract is required for all bookings.
2. The **security deposit will be refunded** after the following Village Board Meeting and after the event **as long as all of the following conditions are met:**
 - No property damage
 - Tables wiped clean
 - Floors swept
 - Garbage removed
 - Kitchen restored to original condition
3. Damage exceeding the deposit amount will be billed to the renter.
4. A **\$50 fee** will be charged if the building and/or equipment (tables, chairs, etc.) is not returned to original condition.
5. Full payment is required **at the time of booking**.

Cancellation Policy

- No refunds for cancellations unless another party books the same date.
- If rebooked, rental fee **will** be refunded, **security deposit will be forfeited.**

Room Rental Pricing & Hours

Bar Operation: The village is the license holder or agent. **NO ALCOHOLIC CARRY-INS OF ANY KIND ALLOWED!** A bartender is available if needed for your event. **Bartender Fee** Flat rate \$150.00/ event. Options for drinks are available, please see RCC manager.

Small Gathering Room (Max 32 guests):

- Standard Rental: \$65 + \$35 security deposit = **\$100**
- Rental includes up to **4 hours**. Additional hours: **\$25.00/hour** and must be approved in advance.
- Non-Profit (Reeseville/Lowell): **1 free rental per calendar year**
- Other Non-Profit: \$25 + \$35 deposit = **\$60**

Large Room (Max 224 guests):

- Wedding/Full Event: \$400 + \$150 deposit = **\$550**
- * Rental includes up to **12 hours** (including setup & cleanup).
- Additional hours: **\$100.00/hour**, must be arranged in advance.

Large Room-Non wedding events (Max 224 guests):

- Non-Wedding Event: \$250 + \$150 deposit = **\$400**
- Rental includes up to **6 hours**.
- Additional hours: **\$50.00/hour**, must be approved.

Large Room- Non profits (Max 224 guests):

- Non-Profit (Reeseville/Lowell): **1 free rental per year***
- Other Non-Profit: \$150 + \$150 deposit = **\$300**
- Rental includes up to **6 hours**.

- **Additional hours: \$50.00.hour, must be approved.**

**** NO Alcoholic Carry-Ins Allowed.** The Village of Reeseville holds the liquor license.
SEE MANAGER FOR QUESTIONS!

Facility Use Terms

1. Basic table and chair setup is provided on the day of the event, subject to other bookings.
2. All payments and deposits are due upon signing.
3. Deposits are non-refundable unless specified above.
4. Users and their vendors (caterers, entertainers, florists, etc.) are responsible for their own setup/cleanup.
5. The facility provides:
 - Cleaned space
 - Chairs and rectangular tables
6. Caterers must be licensed.
7. **Bar services must be provided by RCC.** If unauthorized beverages are found:
 - They will be confiscated
 - The event may be terminated
 - The deposit will be forfeited
 - **Initials:** _____

Facility Rules

8. **No Smoking Inside.** Designated areas are outside. Repeated violations may result in removal.

o Initials: _____

9. **RCC staff may deny liquor service** to any guest. Guests under 21 are not permitted in the bar area unless with a parent/guardian.

10. **No decorations may be taped, tacked, or stapled** to any surface.

o **No candles or open flames** are allowed.

11. **The RCC is not responsible** for lost, stolen, or damaged property during or after your event.

12. Users agree to **indemnify the RCC** against any claims related to their use of the space.

13. In the event of an **emergency or natural disaster** (e.g., fire, weather), the RCC may cancel the event and issue a full refund. No further compensation will be provided.

Acknowledgment and Signature

I/We have read and agree to all of the terms and conditions in this rental agreement.

User Signature: _____ **Date:** _____

User Signature: _____ **Date:** _____

Please return this signed agreement to:

Reeseville Community Center

PO Box 118

Reeseville, WI 53579