

WAUSHARA WWII VETERANS MEMORIAL
440 W. MAIN STREET
WAUTOMA, WI 54982

Day & Date of Event: _____

Time(s): _____

Anticipated Attendance: _____

RENTAL AGREEMENT

Please return this agreement with your deposit to the City of Wautoma within 20 days to secure your date to City of Wautoma, P.O. Box 428, Wautoma, WI 54982

Name of Organization: _____

Name of Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

Type of Organization: Non-Profit with 501c3 form _____ Private _____ Commercial _____

Do you want a walk-through of the facility before the event? _____ **Yes** _____ **No**

If yes, please contact City Hall (920-787-4044) to make arrangements prior to the event.

Do you need a speaker system? _____ **Yes** _____ **No** **There is a \$50 security deposit and a \$50 rental fee.**

Do you plan on having music? _____ **Yes** _____ **No**

Will alcohol be on site? _____ **Yes** _____ **No**

If you will be having alcohol on site and an officer has not been hired: You are responsible for your guests and their actions when consuming alcohol. You are responsible to assure they are not over served. If guests consuming alcohol violate any ordinances, laws or result in police being called to the location, you may forfeit your security deposit. In addition, if you indicate on this form that there will be no alcohol, and alcohol is found on site, you may forfeit the security deposit.

If yes, please contact the Moose Inn at 920-787-2241 as they are the only business commissioned to serve alcohol at the WWII Memorial.

Should you decide to serve alcohol, an off-duty City of Wautoma Police Officer must be hired at the Renter's expense for groups of 150 people or more. This must be directed through the Wautoma Police Department 920-787-4044. All officers retained by the Renter will be paid at their current hourly rate, which shall be paid in full upon the conclusion of the officer's duties.

Do you plan on serving food? _____ **Yes** _____ **No**

If yes, it will be your responsibility to arrange for the caterer. The caterer may check out the facility Monday through Friday from 9:00 a.m. to 4:00 p.m. **It will be the responsibility of the caterer to completely clean up the kitchen and serving area before leaving.**

I understand this request will not be approved until a reservation deposit or the total fee, whichever is applicable, has been paid. I hereby certify that I am the authorized and responsible representative of the participating organization and that the above statements are true to the best of my knowledge.

SHOULD ANY PROBLEMS ARISE CONCERNING THE WWII BUILDING OUTSIDE OF NORMAL BUSINESS HOURS, PLEASE CALL THE ON CALL NUMBER, 920-765-1034 AND SOMEONE FROM THE DEPARTMENT OF PUBLIC WORKS WILL ASSIST YOU.

AGREEMENTS:

- The applicant agrees that during the use of the Waushara WWII Veterans Memorial they will not exclude anyone in participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or handicap.
- The applicant agrees the serving of beer and liquor will be restricted to persons age 21 or over.
- The bar will be supervised by a responsible adult at all times.
- The undersigned certifies that the information given by the applicant is correct.
- The undersigned further states he/she has the authority to make this application and agrees that he/she has received a copy of the WWII Veterans Memorial Procedures and Regulations and the Applicant Rental Responsibilities.
- The applicant agrees to exercise care in the use of the facility and to save the City of Wautoma harmless from all liability resulting from the use of the facility.
- The applicant agrees to reimburse the City of Wautoma for any damage resulting from the applicant's use of the facility.
- The applicant agrees to have all people attending the event at the WWII Veterans Memorial building use only the parking lots surrounding the WWII Veterans Memorial building or the municipal parking lot across Main Street. Parking in the library parking lot is prohibited unless after normal business hours.

Signature of Applicant

Date

A donation/contribution to the Waushara WWII Veterans Memorial would be greatly appreciated to help offset costs and to maintain the quality of this facility for future events. A donation/contribution is voluntary and is tax deductible.

I would like to make a donation from my security deposit to the Waushara WWII Veterans Memorial in the amount of:

☐ \$25 ☐ \$50 ☐ \$100 ☐ All of my Security Deposit ☐ Other \$ _____

City Hall Use Only

Approved _____ Date Deposit Received _____ Amount \$ _____

Date Final Payment Received _____ Amount \$ _____

Refund Due (if applicable) **Amount \$** _____

Copies of documents given to applicant:

_____ WWII Rental Notice _____ Rental Applicant Responsibilities _____ Request to Hire Police Officer

Refund check made payable to: _____

Date of use _____ Hours from _____ to _____

Use of PA System? _____ Yes _____ No