



## VILLAGE OF SISTER BAY Village Facility Rental Agreement

**VILLAGE HALL – 10693 N Bay Shore Dr**

**Applicant/Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date(s) Requested:** \_\_\_\_\_ **Time(s) Requested:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Security Deposit\***: \$500

**Use Fee\*\***: \$200/day, plus tax unless exempt

*\*Security deposits for one-time use are HELD and returned after the event and facility is inspected to be free of damage/debris. Security deposits for continuous user groups are deposited into a Trust Account and returned when the term of use has concluded, as requested by the renter.*

*\*\*Non-profit organizations may be subject to alternate fees based on continuing use throughout the year.*

**Hours:** Access to facility is available beginning at 7:00 AM and activities are to be concluded by 10:00 PM. Access is via a security code provided by the Village Clerk. Please lock any doors unlocked during your event prior to departure.

**Restrooms:** Located on the first floor and lower level of the building. Clean after use and remove any trash generated. Additional facilities are located in the adjacent park along Mill Road.

**Decorations:** Renter may not permanently affix any object by nailing, screwing or bolting or other means that will damage the building or its components in any way. Tape or other means, when no removal problem is created, is acceptable. No painting, staining, plastering, or wall, ceiling or window alterations is allowed.

**Alcohol:** Alcohol is strictly prohibited from being sold during your rental/event, except in the case where an eligible organization has obtained the proper license from the Village Clerk. A licensed operator must be on premise at all times that alcohol is being served or sold.

**Cleaning:** Please clean up after your event by wiping down tables, sweeping floors, cleaning countertops, and wiping out the microwave, stove and refrigerator if spills occur. A limited number of cleaning rags are available, and if used, should be left in the sink for Parks and Streets Department staff to pick up. You are welcome, and encouraged, to bring your own towels. All garbage must be taken with you when you leave. Security deposits will not be returned if the facility requires additional cleaning by maintenance staff.

**Parking:** Parking shall be only in lawful, authorized parking areas provided in the Village. Vehicles may not be parked on lawns or in the marked Post Office only parking spaces, regardless of day or time of day. Overnight parking on village streets or in village parking lots is prohibited.

**Audio/Video Equipment:** The Village Hall is not currently equipped with A/V equipment. Applicant is free to bring in their own equipment if necessary. Amplified sound is *not permitted* outside of the building. All noise generated during the activity/event must remain within allowable limits as set by the Village Municipal Code.

**Liability Insurance:** "For profit" events held at Village facilities are obligated to provide, prior to their use of the facility, a Certificate of Liability Insurance in the minimum amount of \$1,000,000 naming the Village of Sister Bay as certificate holder.

**Damages:** Damages caused to the facility, building, or park grounds will be billed at 125% of the total cost of repair.

**Cancellation:** The Village of Sister Bay reserves the right to cancel a reservation if the Village requires use of the facility, in which case the security deposit and use fee will be refunded. Cancellations made by the applicant at least 48 hours in advance may receive a refund.

**IN THE EVENT OF AN EMERGENCY, dial 911.** An AED is located on the main floor of the building.

Any group who fails to follow these regulations may be prohibited from use of Village facilities in the future.

*I acknowledge that I have read and agree to the aforementioned regulations:*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If other than the applicant, name and contact information for individual responsible for answering questions during the rental period (i.e. event planner):*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_



Received by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Use Fee Collected: \_\_\_\_\_ Sec. Dep. Check #: \_\_\_\_\_

Facility Inspection: \_\_\_\_\_ Sec. Dep. Return Date: \_\_\_\_\_