



## VILLAGE OF SISTER BAY Village Facility Rental Agreement

Sister Bay Liberty Grove Fire Station – 2258 Mill Rd

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

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

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

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

**Room Requested:** Small Conference Room      Large Meeting Room

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

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

**Use Fee\*\*:** \$25/day (small room) \$50/day (large room)

*All fees 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. Please turn out the lights as you leave.

**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 alteration is allowed.

**Alcohol:** Alcohol is strictly prohibited from being sold during your 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 and picking up trash. A vacuum cleaner is available in the closet if needed. Minimal amounts of garbage/recycling may be placed in receptables in the entryway. Large quantities of trash should 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 where prohibited per Village Ordinance. Overnight parking on village streets or in village parking lots is prohibited.

**Audio/Video Equipment:** The fire station has an overhead projector available for use. Please contact the Village Clerk for assistance if this equipment is needed. 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 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.

**Public:** This facility is a public space and other areas of the building may be used by other groups during your event.

**IN THE EVENT OF AN EMERGENCY, dial 911.** An AED is located outside the large meeting room door.

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: \_\_\_\_\_

\_\_\_\_\_

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

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

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