

H2019-00



CAPACITY: ROOM B: 45-50 ROOM B & C: 55-80

RENTAL AGREEMENT FOR VILLAGE HALL

RENTER INFORMATION:

NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BEST CONTACT NUMBER _____

DATE & TIME OF EVENT _____

NATURE OF EVENT _____

This RENTAL AGREEMENT entered into this _____ day of _____, 2019, by and between the VILLAGE OF STURTEVANT, hereinafter referred to as "VILLAGE" and _____, hereinafter referred to as "RENTER".

RESERVATION FEES***

	<u>Resident</u>	<u>Non-Resident</u>
HALL/KITCHEN	\$150	\$250

*If no damage reported \$50 will be returned

*If additional clean-up is required there will be an added charge of \$125

VILLAGE CLERK _____

RENTER shall pay rent for the premises rented in the amount for resident/non-resident at the time this agreement is signed. Said deposit will be returned shortly to the RENTER after the event if the hall is restored to the condition prior to occupancy by RENTER. In the event of any damage to the hall or contents, or the hall has not been properly cleaned, the VILLAGE reserves the right to charge and remove money from the security deposit to cover repairs and/or cleaning. Cleaning to be billed at \$30 per hour. In the event damages are done to the VILLAGE property exceeding the amount of the security deposit, the VILLAGE reserves the right to charge the RENTER for the additional expenses. The security deposit is not to be considered liquidated damages.

Rental fee will not be refunded if RENTER does not use the hall as agreed herein unless at least two weeks' notice of cancellation of this agreement is received by the VILLAGE.

Please sign and complete the RENTER portion. Retain one copy for your records, return one copy to: Village of Sturtevant 2801 89th Street, Sturtevant, WI 53177.

RENTER AGREES TO THE FOLLOWING:

- ✓ Use of the assigned rooms and restrooms only
- ✓ No alcohol allowed on premise
- ✓ No smoking allowed inside (outside designated areas only)
- ✓ During business and meeting hours: no loud music
- ✓ No phones, office supplies/equipment will be available or provided
- ✓ Furniture arrangements must be left as found
- ✓ No food allowed except by prior arrangement
- ✓ Trash must be removed
- ✓ Pay any additional cleaning costs
- ✓ Responsible party must be present for the duration
- ✓ Thermostats are not to be touched
- ✓ Space not to be used for retail selling or profit-making activities
- ✓ Lights other than required security lights will be turned off
- ✓ Lock all doors securely when RENTER leaves premises
- ✓ RENTER has the responsibility to contact the undersigned on behalf of the VILLAGE to survey the premises before the security deposit is returned

Any further rules or regulations will be complied with by RENTER when so advised by the VILLAGE.

SIGNED _____, RENTER