

2012 Ephraim Hall Rental Agreement

- **A Completed Agreement and a Deposit of \$250 is required To Confirm.**

The Village Of Ephraim agrees to provide use of the Ephraim Village Hall for your function. The Hall will be provided cleaned and ready for your activities. **Hours of availability are 8:30 am – 12:00 AM.** You are required to abide by all Village of Ephraim Ordinances and Hall use rules; infraction of rules will result in forfeiture of your deposit when applicable. You are responsible for basic cleaning up after your event including but not limited to removal of all garbage. See the cleaning check list for additional cleaning requirements. **A \$35 minimum maintenance fee will be assessed for cleaning/sanitizing bathrooms and floors if needed during your event and after your event. Any garbage remaining in the Hall after your event will be removed and a charge for disposal will be deducted from your deposit. A separate set-up fee may be required if done by our maintenance team.** Sales tax is included in your hall rental when required.

Mail this completed form and your deposit to:
 Village of Ephraim
 PO Box 138
 Ephraim WI 54211.

***The Village Hall may be used from time to time for posted meetings and therefore may not be available for rental.**

Bill To

RENTERS INFORMATION

Requested Dates

Name: _____

Address: _____

Phone: _____

Contact Person: _____

Month	Date	Time In	Time Out	Type Of Event

If you intend to serve alcohol of any type, please answer the following questions:

1. Is the event by private invitation only? Yes No
2. Will you request a donation or payment in order to attend? Yes No

IF YOU WILL BE SERVING ANY TYPE OF ALCOHOLIC BEVERAGES YOU MUST COMPLETE THE FOLLOWING

We, I _____ [group or individual's name] will be having an event on _____ [date] on Village-owned property, to wit The Ephraim Village Hall located at 9996 Hwy 42 Ephraim, 54211. We/I will be serving wine or other alcoholic beverages at the function. We/I hereby state that all consumption of alcohol will be confined to the interior of the Hall and if any damage or injury occurs directly or indirectly from the serving of alcoholic beverages, We/I will hold the Village of Ephraim harmless from any lawsuit that shall arise and that We/I take full and total responsibility for all such damages as may be incurred. All requests to allow service of alcohol will be thoroughly reviewed prior to approval.

 Renters Signature

 Date

OFFICE USE ONLY

Date Received _____ Deposit ck# _____ \$ _____

Routed to Treasurer _____ Attached _____

Note: _____

Rental fee \$ _____ Maintenance Fees: \$ _____

Invoiced on ____/____/2011 for \$ _____ or

Returned Deposit Processed ____/____/____ \$ _____

2012 EPHRAIM VILLAGE HALL RENTAL FEES

Please Note the following:

* ANY SET-UPS DONE BY THE MAINTENANCE STAFF WILL INCUR A MINIMUM FEE OF \$35

**A \$35 MINIMUM MAINTENANCE FEE WILL BE ASSESSED FOR CLEANING PER DAY

***ALL GARBAGE MUST BE REMOVED AND DISPOSED OF BY THE RENTER

****SALES TAX IS INCLUDED IN YOUR RENTAL FEE IF REQUIRED

RATES:

1. Meetings/Classes/Theater Productions/ Resident Private Event:

Rental: \$50 (less than 4 hours)

\$80 daily (4 or more hours)

2. Parties/Events: Non Resident or Resident events that are open to the public

Rental: \$225

3. Pre - Approved Not For Profit Events : Contact the Administrative Office

A Security Deposit of \$250.00 is required for all events and will be held during the duration of the rental and may be applied to the balance due or used for additional cleaning if necessary.

Ephraim Village Hall Set-Up Request

* Please note that a Minimum set-up fee of \$35 per set-up, per event will be added to your bill

Information for our Village Maintenance Staff :

Date Set-Up is needed: _____

Name of Person/Contact in Charge: _____ Phone Number: _____

Type of Activity for the Majority of Time: Sedentary Active

Duration of Major Activity: _____

Temperature will be set at 75 degrees for sedentary (sitting) activities, 68 degrees for active (dancing, exercise).

Number of Chairs to be set: _____ Audience Seating? _____(Y/N)

Number of Tables to be set: _____

HALL CLEAN-UP CHECKLIST

**Renters Are Required To Leave The Premises In Clean Condition*

TABLES & CHAIRS

- All table legs will be carefully folded and tables will be stored on the storage carts with the finished surface down, stacked this way no more than 10 on a cart.
- Store a maximum of 50 folding chairs on each chair cart. Face each chair in the same direction.
- All rented tables, chairs, equipment etc. **must not be removed from the premises**

HALL WOOD FLOOR

- Wipe up any spills using a water dampened cloth, no soap or detergent.
- Sweep up major dirt and debris.
- Use the dust mop as a final sweep after removing any sticky substances.
- Scuff marks may be removed using a water dampened paper towel as an eraser
- Contact the Maintenance Department at 854-5501 prior to your rental to arrange for moving of the piano.

KITCHEN

- Counter tops should be washed with soapy water, rinsed with clear water and towel dried.
- Sinks should be emptied of debris, rinsed with clear water and towel dried.
- Floor should be swept and damp moped with clear hot water.
- Dish washer must be emptied and drained, all dishes, pots, and utensils should be washed, dried and put away.
- Towels, dishwashing supplies, and garbage bags are to be furnished by the renter and removed after Hall use.

All garbage is to be removed from Hall and disposed of by the renter.

THEATER RENTAL MEMO OF UNDERSTANDING

For our longer-term rentals by theater companies, the Village allows more leeway to accommodate your needs. At the same time, the investment in the Hall as well as readiness for the next group must be maintained. During busy Hall rental seasons, we may have groups coming in just a day or two beyond your rental dates, and the space must be ready for them.

Please **initial the sections on Page 1 and Page 2 that apply** so that we are aware of what you plan to do in the Hall and to indicate your understanding and compliance (those acts not initialed indicate that they will not be performed) :

_____ The baby grand piano will be put on its side and moved to either the bathroom that is accessible from inside the Hall or the kitchen during our rental.

**Piano must be moved and replaced by a professional piano mover or tuner, placed back in the Hall within 2 business days of the finish of rental, and retuned. This is not required if the piano is just moved across the room within the Hall.*

_____ We will need to take tables and/or chairs to other parts of the Hall for storage during our rental period.

Special care must be taken not to scuff walls or floors while moving items; all tables and chairs must be replaced back into the main Hall area on their racks within 1 day of the finish of rental.

_____ We will be using the kitchen beyond just making coffee or storing drinks in the refrigerator, i.e. using the stove, oven to prepare or heat food, during our rental.

The kitchen must be left clean at the end of your rental, including the stove and oven. Garbage must be removed from the Hall. Please remove any food or drink you have stored in the refrigerator during your rental.

_____ Because of the requirements of our lighting, we must remove the ceiling light fixtures during our rental.

Lights must be removed and replaced by a licensed electrician and stored in a safe place on site; use the caps provided to seal off electrical boxes in the interim. Lights must be replaced within 1 day of the finish of rental. Any damages shall be paid for by the renter.

_____ We need to secure staging or prop items to the back of the stage wall with nails.

Any nailing to the back of the stage wall must be repaired with spackle and touch-up paint supplied by Village Maintenance. No other nailing or stapling will be allowed in the other walls, floors or woodwork of the Hall.

IN WITNESS WHEREOF, parties agree to accept and abide by the above conditions, and the signatures of those appearing below attest to their acceptance.

Date _____

THEATER COMPANY

Name/Title