

2017 Ephraim Hall Rental Agreement

- A Completed Agreement and a Deposit of \$250 is required for confirmation of dates

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 8:00 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. You are responsible for 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 all rentals, garbage remaining in the Hall after your event will be removed and a charge for disposal will be added to your bill.** Sales tax is included in your hall rate. **Hall capacity limit 230.**

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.**

- A certificate of Insurance, including a Liquor Liabilities Binder must be submitted with your request if liquor is to be served.

Bill To

RENTERS INFORMATION

Requested Dates

Name: _____

Address: _____

Phone: _____

Contact Person: _____

E-Mail _____

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. A copy of my Homeowners or Special Event - **Liquors Liability Insurance** is attached.

Renters Signature

Date

OFFICE USE ONLY

Date Received _____ Deposit ck# _____ \$ _____ Rental fee \$ _____ Maint. Fees: \$ _____ Total \$ _____

Routed to Treasurer _____ Attached _____ Invoiced on ____/____/2017 for \$ _____ or

Note: _____ Returned Deposit Processed ____/____/____ \$ _____

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2017 EPHRAIM VILLAGE HALL RENTAL FEES

Please Note the following:

* ALL SET-UPS ARE TO BE DONE BY THE RENTER

**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: \$50.00 (Minimum rental fee less than 4 hours) \$80.00 daily (4 or more hours)

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

Rental: \$215.00 per day

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

A Security Deposit of \$250.00 is required for all category 1 and 2 events and will be deposited and held during the duration of the rental and may be applied to the balance due or used for additional cleaning if necessary.

Temperature will be set at 75 degrees

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THEATER RENTAL MEMO OF UNDERSTANDING

For 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 –contact our office only our maintenance staff may move the piano**

_____ 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 wiped down and 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. Please provide the name and contact information for your licensed electrician Name: _____ Phone # (____) _____

Electricians License # _____

_____ 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 _____

Responsible Party Name/Title _____ Phone # (____) _____

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PLEASE READ

The State of Wisconsin has designated our kitchen as a warming or serving, occasional non-restaurant kitchen facility. As such, the State of Wisconsin does not require the Village of Ephraim to have vent hood fire suppression systems above the range cooktop of the ovens. There is a Class ABC fire extinguisher on the wall next to the refrigerator in the event of an emergency. Cooking activities that produce any amount of splattering of hot grease such as sautéing, frying and broiling of fatty, oily or greasy food is strictly prohibited in our kitchen. This activity must be performed elsewhere and those cooked items may then be brought into our kitchen to be warmed prior to serving.

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VILLAGE HALL CLEAN UP CHECK LIST

You will be subject to a clean-up charge (to be determined by the Maintenance Supervisor based upon staff time) if the premises are not left in clean condition. Please use this checklist as you clean up after your event and return it along with your key. **Please Note:** *A broom, dust mop and wet mop are located in the Janitor's Closet the key for the front door also opens this closet. We provide dish detergent; please follow the directions provided for the dishwasher, towels to clean the kitchen counters and to wipe down the tables and chairs must be brought with you.*

Your Initials	If you lose a key, there is a fee of \$50 to cover re-keying of the Hall doors
	Wipe Down Tables and Chairs and return to Racks
	Sweep up major dirt and debris and dispose of in the trash. Wipe up any spills on the wood floors. Use the dust mop as a final sweep after removing any sticky substances.
	If you have used the cook top and/or ovens they must be cleaned by the hall user.
	The dishwasher must be emptied, cleaned, drained and turned off before leaving.
	The kitchen floor and countertops must be cleaned, washed and dried before leaving.
	Kitchen sinks should be emptied and rinsed with clear water and towel dried. Any spills in the refrigerator must be cleaned up.
	Any dishware, flatware, pots, pans, coffee pots or utensils used must be washed in the dishwasher, dried completely and put away.
	Items in the refrigerator must be removed by the hall user.
	<u>All garbage must be taken by the hall renter when they leave the Hall.</u>
	Please turn off all hall and kitchen lights and the ceiling fans before you lock up.
	The outside front porch light should remain lit.
	The doors from the main hall to the back restrooms are to be locked, lock the main doors as you leave.
	The key must be returned as soon after rental as practical. If you need to return the key after business hours or on weekends, it may be passed through the slot in the door at the Administrative office at 10005 Norway Road.

Return this checklist with your key.

Your deposit will not be processed until the key and checklist are returned and the facility is inspected.