

**VILLAGE OF BIRON MUNICIPAL CENTER**  
**451 KAHOUN ROAD**  
**WISCONSIN RAPIDS, WI 54494**  
**715-423-6580**

**MUNICIPAL CENTER (Up to 250 people) RENTAL FEES:**

Non Residents - \$500.00 plus a \$200.00 Retainer Fee refunded within 30 days after event.

Village Residents - \$400.00 plus a \$200.00 Retainer Fee refunded within 30 days after event.

Village Resident fee is for personal use **only** and will be defined as event use only for village resident, spouse, son or daughter.

Retainer Fee is **due** when booking Municipal Center. Cannot be booked on a holiday.

**COMPLETE RENTAL FEE DUE 30 DAYS PRIOR TO EVENT.**

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**Event:** \_\_\_\_\_

**Person(s) in charge:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

**Date requested:** \_\_\_\_\_ **Time requested:** \_\_\_\_\_ **to** \_\_\_\_\_

**Number of people expected to attend:** \_\_\_\_\_

**Date Retainer Fee Received** \_\_\_\_\_ **Date Payment Received** \_\_\_\_\_

**I AGREE TO THE BIRON MUNICIPAL CENTER FEES, RULES & REGULATIONS.**

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Name of Caterer** \_\_\_\_\_

Hired caterers need to have a state/county restaurant license and a copy of their license (if not on file at the Biron Municipal Center) will be required within 30 days after retainer fee is received.

**Persons renting the Biron Municipal Center assume all responsibilities and liabilities associated with the use of the municipal center and must be in attendance at the event. The Village of Biron is not responsible for any items or personal items that are broken or stolen during rental of the Biron Municipal Center.**

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**MUNICIPAL CENTER RENTAL RULES & REGULATIONS**

**To be followed by everyone renting or using any said portion of the Biron Municipal Center.**

1. A \$200.00 retainer fee must be paid when the Municipal Center is booked. \$100.00 will be forfeited if cancelled within 60 days of the scheduled event. **Cancellations must be in writing.** The retainer fee will be refunded within 30 days after the **Municipal Center and parking lot** are found to be in satisfactory condition. Any **damages or extra cleanup** after rental will be deducted from this retainer fee and the remainder will be refunded. If the said fee does not cover damages, extra cleanup or missing items, additional money to cover the total will be collected.
2. **NO EXIT DOORS BLOCKED AT ANY TIME.** No sitting or standing on tables.
3. When Municipal Center is to be rented by anyone under the age of 21, they must have a cosigner. The cosigner must be at least 25 years of age.
4. All activities must be over by **12:30 a.m.** and everyone is to be out of the building by **1:00 a.m.** If building is not vacated by 1:00 a.m., the retainer fee will be forfeited.
5. All decorations, gifts, and food must be removed from Municipal Center prior to leaving.
6. For an open bar, liquor will be in a punch bowl or pitcher only. Beer, wine coolers and wine may be served.
7. **NO CASH BAR ALLOWED.**
8. The person booking the hall assumes all responsibilities and liabilities associated with the use, misuse or abuse of alcoholic beverages by persons using the Municipal Center while it is booked.
9. Liquor, cake and deliveries may be made on Friday between 8:00 a.m. and 3:00 p.m. for weekend activities.
10. Decorating may be done on Friday between **8:00 a.m.** and **3:00 p.m.** Decorations **cannot** be mounted with staples, thumbtacks, tape or glue. Poster putty may be used which can be purchased from the Village. **No** confetti. Decorations to be hung from the ceiling must be approved by office personnel.
11. The Biron Municipal Center is a **NO SMOKING** premise.
12. **Kitchen cleanup is the renter's responsibility.** Dishtowels and dishcloths are **not** provided.
13. Setup of tables, chairs, portable bars, etc. will be handled by village employees. Security personnel will assist (if needed) persons from activity/event to take down enough tables and chairs for music/dance.
14. **All garbage and debris from Municipal Center and parking lot must be picked up and put in furnished containers.** Items required by Ordinance to be recycled must be put in properly labeled containers, provided by the Village. If items are not separated and placed in the proper bins, a \$75.00 fee will be assessed.
15. Local telephone calls **ONLY** from the Municipal Center.
16. Hired caterers need to have a state/county restaurant license and a copy of their license (if not on file at the Biron Municipal Center) will be required within 30 days after retainer fee is received.
17. **MAXIMUM CAPACITY.....250 PERSONS.**