

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

Two hour minimum - Not to be booked more than two months in advance.
Cannot be booked on a holiday. Payment is **due** when booking Municipal Center.

SMALL MEETING ROOM (Up to 50 people) RENTAL FEES:

Non Residents - \$20.00 per hour or \$150.00 per day. Additional \$40.00 for full kitchen use.

Village Residents - \$10.00 per hour or \$75.00 per day. Additional \$20.00 for full kitchen use.

LARGE MEETING ROOM (Up to 100 people) RENTAL FEES:

Non Residents - \$30.00 per hour or \$200.00 per day. Additional \$40.00 for full kitchen use.

Village Residents - \$20.00 per hour or \$100.00 per day. Additional \$20.00 for full kitchen use.

Event: _____

Person(s) in charge: _____

Address: _____

Phone Number: _____

Date requested: _____ **Time requested:** _____ **to** _____

Number of people expected to attend: _____

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.

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

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. **NO EXIT DOORS BLOCKED AT ANY TIME.** No sitting or standing on tables.
2. When Municipal Center is to be rented by anyone under 21 years of age, they must have a cosigner. The cosigner must be at least 25 years of age.
3. All activities must be over by **12:30 a.m.** and everyone is to be out of the building by **1:00 a.m.**
4. All decorations, gifts, and food must be removed from Municipal Center prior to leaving.
5. **NO CASH BAR ALLOWED. No tip jars allowed. No tickets can be sold that include alcohol of any kind.**
6. 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.
7. You will be charged for any **damages, missing items or extra cleanup** associated with the rental.
8. 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.
9. The Biron Municipal Center is a **NO SMOKING** premise.
10. **Kitchen cleanup is the renter's responsibility.** Dishtowels and dishcloths are **not** provided.
11. Setup of tables, chairs, portable bars, etc. will be handled by village employees.
12. **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.
13. Local telephone calls **ONLY** from the Municipal Center.
14. 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 when booking the Municipal Center.