

RENTAL APPLICATION

451 Kahoun Road, Wisconsin Rapids, WI 54494

Person(s) in Charge: _____

Dates Requested: _____ Time Requested: _____ to _____

Event: _____

Address: _____

Phone Number: _____

Number of people expected to attend: _____ Name of Caterer: _____

MAXIMUM CAPACITY: 250 PERSONS

All caterers must have a state/county restaurant license and a copy of their license will be required. The Village of Biron will not be held responsible for lawsuits in regard to the caterer.

*****Retainer fee must be paid at the time reservation is made in order to hold the date.

Municipal Center cannot be booked on a holiday.

RESIDENTS (Village resident, spouse, son or daughter):	
HALL RETAINER FEE (100% Refundable if Rules & Regulations are met)	\$300.00
HALL RENTAL FEE RESIDENTS (Up To 250 People)	\$500.00
MEETING ROOM RETAINER FEE (100% Refundable if Rules & Regulations are met)	\$200.00
LARGE MEETING ROOM RESIDENTS – (Up To 100 People) Per Day /Per Hour	\$100.00/\$20.00
SMALL MEETING ROOM RESIDENTS – (Up To 50 People) Per Day/Per Hour	\$ 75.00/\$10.00
KITCHEN USE RESIDENTS	\$ 20.00

NON-RESIDENTS:	
HALL RETAINER FEE (100% Refundable if Rules & Regulations are met)	\$300.00
HALL RENTAL FEE – NON RESIDENTS (Up To 250 People)	\$600.00
MEETING ROOM RETAINER FEE (100% Refundable if Rules & Regulations are met)	\$200.00
LARGE MEETING ROOM NON RESIDENTS – (Up To 100 People) Per Day/Per Hour	\$200.00/\$30.00
SMALL MEETING ROOM NON RESIDENTS – (Up To 50 People) Per Day/Per Hour	\$150.00/\$20.00
KITCHEN USE NON RESIDENTS	\$ 40.00

Terms: Retainer Fee Payment to Hold Date:

Amount Paid: _____ Check or Cash: _____

Date: _____

Received by: _____

Balance Due No Later than 30 Days Prior to Event:

Amount Paid: _____ Check or Cash: _____

Date: _____

Signature (Renter): _____ Date: _____

Person booking facility assumes all responsibilities and liabilities associated with the hall rental. And full responsibility for the conduct of those using the facility. Person renting must be attending the event. Village of Biron is not responsible for personal items that are broken or stolen during the rental of the Biron Municipal Center.

MUNICIPAL CENTER RENTAL RULES & REGULATIONS

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

Rental Terms:

- Cancellations must be in writing 60 days prior to event for retainer fee to be refunded. \$100.00 will be forfeited if cancelled within 60 days of the scheduled event.
- Retainer fee will be refunded within 30 days after the event. The hall and parking lot need to be in satisfactory condition. Any damages or extra cleanup will be deducted from the retainer fee. If the said fee does not cover damages, or extra cleanup costs, or missing items additional money to cover the total will be collected.
- The person(s) 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.
- The 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. Do not put any table and chairs away after cleaning. Our staff will put them away after inspection.
- Decorating the hall and deliveries of liquor and cake for the weekend activities maybe done on Friday between 7:30 a.m. and 3:00 p.m.
- All decorations, gifts and food must be removed from Municipal Center prior to leaving.
- **NO:**
 - **Helium balloons are not allowed** because of ceiling fan.
 - Do not sit or stand on tables.
 - Exit doors cannot be blocked or propped open at any time.
 - Decoration cannot be mounted with staples, thumbtacks, tape or glue. Poster putty maybe used. No confetti. Decorations to be hung from ceiling need to be approved by office personnel.
 - No pyrotechnics allowed without a permit from the Biron Fire Department. Permits may be obtained from the Fire Chief or Assistant Fire Chief. An officer of the Fire Department must inspect the pyrotechnics before they are used. Use of pyrotechnics without the appropriate permit is subject to penalties.
 - The Biron Municipal Center is a NO SMOKING premise.
 - No cash bar is allowed. No tip jars allowed. No tickets can be sold that include alcohol of any kind.
- When Hall is rented by anyone under the age of 21, they must have a cosigner who is at least 25 years of age.
- All activities must be over by 12:30 a.m. and everyone and everything out of the building by 1:00 a.m. If building is not vacated by 1:00 a.m., the full retainer fee will be forfeited.
- 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 container, provided by the village. If items are not separated and placed in the proper bins, a \$75.00 fee will be assessed.
- Kitchen cleanup is renter's responsibility. Dishtowels and dishcloths are not provided.
- Local telephone calls ONLY from the Municipal Center.
- UAV (Drone) use allowed subject to Village Ordinance 9 Orderly Conduct.
- Hired caterers need to have a state/county restaurant license. A copy of their license (if not on file at the Biron Municipal Center) will be required within 30 days after the retainer fee is received.

I have read this contract and agree to abide by the terms set forth therein.

_____ Date _____

Renters Signature