



LAWRENCE COMMUNITY CENTER RENTAL CONTRACT
2400 SHADY COURT, LAWRENCE, WI
54115 (920) 336-9131

1st Town in Brown County

RESERVATION DATE: _____ EVENT: _____

The following areas will be included in the contract:

_____ Town Hall Community Room/Kitchen, Rms.

Starting Time: _____

Ending Time: _____

Number of Persons Attending: _____

Additional Special Arrangements (see equipment listed on back): _____

TOWN HALL COMMUNITY CENTER FEES
Residents: \$75/4 hrs.
Non-Residents: \$150/4 hrs.
Deposit \$150
Additional Per Hour Charges After 4 Hours
\$15/hr. - Residents
\$25/hr. -Non-Residents

The Lessee agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods.

Lessee shall indemnify and hold harmless the Lesser from any and all damage, loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises...

PERSON IN CHARGE (Must be at least 18 years of age): _____

ADDRESS: _____
(Street) (Town/State) (Zip Code)

ORGANIZATION: _____ PHONE: _____ / _____
(Home) (Work)

The preceding information is correct to the best of my knowledge. I have received a copy of the LAWRENCE Community Center Policies and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds.

SIGNED: _____ DATE: _____
(Signature of Lessee)

TO BE COMPLETED BY COMMUNITY CENTER PERSONNEL

Table with 3 columns: Fee Type, Amount, and Date/Receipt Info. Rows include Rental/Kitchen Fee, Equipment Fee, Storage Fee, Total Amount Due, Security Deposit, Date Paid, Receipt #, Card # Issued, Key(s) Issued, Date Issued, Date Returned, and P.O. #.

APPROVED BY: _____

DATE: _____

Revised 1/30/13

LAWRENCE COMMUNITY CENTER RENTAL POLICIES & REGULATIONS

HOURS: The LAWRENCE Community Center is available for rental between the hours of 7:00 am – 10:30 pm, or later upon request. Premises must be cleaned and vacated by 10:30 pm or the ending time stated on this contract. **It is important to allow for set-up and clean-up time when deciding your hours of usage because the rental fee is based on your total time at the Center.**

FEES: The rental fee must be paid in full when making your reservation. Dates will not be reserved until required payment is received. There shall be no fee for a Town of LAWRENCE non-profit organization comprised of 50% Town residents or Town of LAWRENCE school youth groups through high school, Monday through Thursday. Non-profit organizations/youth groups who rent free of charge are allowed to reserve rooms two (2) months in advance and only once per month. Groups must pay applicable rental fees for any additional dates unless otherwise approved by the Town Board. The kitchen is included with rentals. Groups/individuals may use a catering service. A Caterer's Agreement must be completed by the caterer and renter and returned to the Community Center with the signed rental contract and payment. A service charge of \$30 will be assessed if Town personnel are called in to correct any problem created by the renter or if the facility is left unsecured.

CANCELLATIONS: If a cancellation is made at least two (2) weeks prior to the scheduled event a full refund will be issued, less a \$20 processing fee; no refunds given within two (2) weeks. All fees are non-transferable. Dates are transferable at any time for a \$10 charge.

KEY CARDS & KEYS: The person in charge of the rental will be issued a key card to an outside entrance and key(s) to the appropriate room(s) being rented. Access to the building is granted at the start time stated on the signed contract. The key card and key(s) may be picked up the week of the rental date between the hours of 8 am – 4 pm, Monday thru Friday. Key card and keys should be placed in the drop box (located by upper level entrance doors) upon closing the facility.

SECURITY DEPOSIT: A security deposit will be charged to all groups renting the facility for keys, equipment, and damage and/or clean-up costs and will be returned after the facility and/or equipment is inspected by Town staff and is found in good condition. The security deposit will match the rental fee (except for non-profit and youth organizations where a flat fee of \$125.00 will be charged for a security deposit) and must be paid in full when picking up the key card and key(s). **A separate check must be written for the security deposit.**

DECORATING INFORMATION: All decorations must be put up and taken down without damaging walls, woodwork, floors, ceilings, or blinds. **Nails, tape, tacks, staples and screws are prohibited.** White mounting putty is permissible but must be completely removed after use. **No open flame devices allowed, which includes candles, hurricane lamps, lanterns, chafers, etc. Dance wax or any other type of dancing compounds are not allowed.** The renter must remove decorations immediately following the event.

SET UP, CLEAN UP & DAMAGE POLICY: The renter is required to set up and take down all tables, chairs and personal equipment. Renter is responsible for cleaning the kitchen and all areas utilized, including wiping off tables & chairs, sweeping, taking care of spills, spot mopping floors, placing garbage and recyclables in appropriate bins outside and removing all decorations, personal equipment, etc. Caterers will share in the responsibility for the use and cleanup of the premises. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses, or damages as well as be subject to loss of rental privileges for one year. **The Town of LAWRENCE is not responsible for any equipment or other items left at the Community Center at any time.**

EQUIPMENT: The Community Center has the following audio-visual equipment available for use by renters accompanied by a non-refundable rental fee per unit per day; Overhead Projector \$10.00, \$10.00, Cordless Microphone (lavaliere & hand held), Conference Phone \$10.00, LCD Projector/Digital Presenter \$25.00. The facility is equipped with WiFi access, podiums, microphones, easels, dry erase boards, projector screens, extension cords, power strips and coffeemakers which are available at no charge.

ACCESSIBILITY: Organizers using LAWRENCE property or facilities agree to comply with the Americans with Disabilities Act and will seek to locate or relocate their activities to more accessible locations upon the reasonable request from a person with disabilities.

SMOKING POLICY: Smoking is prohibited inside and within 100 feet outside the building at all times.

ANIMALS: Dogs and other animals are not permitted in the Community Center at any time.

ALCOHOL BEVERAGES: Selling, opening, possession of alcoholic beverages in any open container, or consuming any alcoholic beverage in any Town park, recreation area is prohibited, other than in connection with an event or activity in a community center, park building, or other structure for which a permit has been issued by the Town.

Town of LAWRENCE Municipal Code 5.50

A. No person shall sell alcohol beverages within the jurisdiction of the Town of Lawrence without a written permit or license approved by the Town Board of Supervisors.

B. No permit or license shall be issued or re-issued to an applicant for a place of business that is non- operational unless authorized by the Town Board.

All alcohol licenses or permit issued shall be pursuant to chapter 125 Wisconsin Statute.

SALES: Gatherings for the purpose of advertising, sales, solicitations, or the display of articles for sale permitted by invitation only; not open to the general public.

INSURANCE: Rentals open to the general public must provide a Certificate of Liability Insurance, in the amount of \$2 million naming the Town of LAWRENCE as an additional insured, prior to the scheduled event.

If a problem arises during your rental time please call the after hour number 920-660-6695. MAKE SURE TO HAVE YOUR CONTRACT WITH YOU ON THE DAY OF YOUR RENTAL. Call-in staff/police will not allow your party access into the facility without verification of your contract. A service charge of \$30 will be assessed if Town personnel are called in to correct any problem created by the renter or if the facility is left unsecured.

By initialing this contract I agree that I have read and understand the rental policies and regulations.