

VILLAGE OF HATLEY COMMUNITY ROOM RENTAL AGREEMENT

1. Reservations are taken on a first come, first served basis. Rental fee and security deposit must be paid within 10 days of placing reservation. Cancellations must be received at least 60 days prior to event to receive refund of rental fee.

Fee Schedule is as follows:

VILLAGE OF HATLEY RESIDENT/TAXPAYER	\$50.00
NON-RESIDENT	\$150.00
SECURITY DEPOSIT	\$100.00 (Refundable if all conditions met)
SENIOR/YOUTH/NON-PROFIT GROUPS	NO CHARGE

Please write two checks - one for the deposit and one for the rent. Village of Hatley PO Box 99 Hatley, WI 54440

2. Applicant **must immediately clean and restore** the Community Room and Kitchen to its condition prior to applicant's use. **Absolutely no decorations affixed to walls or ceiling. THE STANDARD SET UP FOR THE COMMUNITY ROOM IS FOUR TABLES WITH SIX CHAIRS AT EACH TABLE.** These are to be set up on the side of the room closest to the library. Those renting and using the facility may set up more tables and chairs, if needed, but must put the room back to the standard set up when done. **DO NOT DRAG TABLES AS THIS RUINS THE FLOOR – PLEASE LIFT THEM WHEN MOVING.** Additional tables and chairs may be found in the community room closets. Applicant shall be responsible and pay for any damage to the premises or furnishings, apparatus or equipment therein which has occurred due in whole or in part to the activities of any person or persons who are invitees or permittees of the applicant on said premises. Automatic forfeiture of deposit plus additional billing will occur if decorations are affixed to wall or ceiling or if room is not cleaned and left in good condition. Please bring your own garbage bags and dishtowels. All garbage must be collected and placed in the dumpster on the outside of the building. Recyclables should be placed in the appropriate containers in the utility closet. No equipment or furniture may be removed from the building for any reason. **Dishes and utensils are not provided; please bring your own.**

3. **Absolutely No Smoking or tobacco usage inside the building.** Renter is responsible for enforcing non smoking. Detection of smoking in the building will result in forfeiture of deposit.

4. Function must be over by 12:00 midnight and premises vacated by 12:30 a.m. Close all windows, turn off all lights, check bathrooms, and lock doors upon leaving.

5. Two adult chaperones shall be present at all youth meetings, parties, or

dances.

6. No applicant shall hold an event at the Village of Hatley Community Room that is open to the general public to which an admission fee is charged.

7. Please arrange to pick up a key prior to your event from Clerk Joan Wawrzaszek (446-3341 (W)) or President David Narloch (446-3435 (H)). Key must be returned the next day (or on Monday after a weekend function). Security deposit will be returned at the board's discretion.

8. IF IT IS NECESSARY TO CONTACT SOMEONE DURING YOUR EVENT, PLEASE NOTE THE FOLLOWING CONTACT NUMBERS.

David Narloch (President) 446-3435
Bill Karschney (Trustee) 446-3571
Peter Holdridge (Trustee) 573-2873
Joe Szews (Treasurer) 446-2209

INDEMNITY AND AGREEMENT HATLEY VILLAGE HALL COMMUNITY ROOM

The undersigned, on their own behalf and for

organization/family/individual

in consideration for the VILLAGE OF HATLEY renting the use of the Community Room to said organization/family/individual, hereby covenants and agrees to indemnify and hold harmless the VILLAGE OF HATLEY from and against any and all claims, loss, damage or injury which in any manner or from any cause sustained by reason and/or result of the use of said facility by said organization/family/individual on

_____ (Date of function)
and of and from all costs or expenses they may in any manner grow thereof.

The undersigned further agrees to abide by all ordinances of the VILLAGE OF HATLEY, particularly those regulating the use of the premises rented. The undersigned states they are duly authorized to execute this Indemnity and Agreement on behalf of said organization/family/individual; that they have read the foregoing and that they have received a copy thereof.

Dated: _____

Signature of Organization/Family/Individual

Issued By: _____

Time of Function: _____

Rental Fee: \$ _____

Key & Security Deposit \$ _____

Paid: _____

Fees Subject to Change. Please issue separate checks for the rental fee and the security deposit.