

AMBERG COMMUNITY CENTER RENTAL AGREEMENT

Rental Date: _____ Hours: _____
Type of Event: _____ Approximate Number of Persons Attending: _____

Individual(s) Club/Organization Contact Person: _____

Home Phone: _____ E-mail: _____

Address: _____

Check (# _____) Cash Receipt (# _____) Exempt

Charges: The rental charge will be \$ _____ and a security deposit of \$ _____ is also required.

The rental date will not be confirmed until both the rental charge and the security deposit have been paid in full no later than _____.

General: This agreement is between the Town of Amberg and (“renter”) for the use of the Amberg Community Center. The renter must be at least eighteen (18) years of age to rent the Community Center and provide proper identification (driver’s license, etc.). The facility is available by scheduling your hours of use with the Town’s designated representative. If additional time is needed for set up before the event and take down after, arrangements must be made with the Town Representative ahead of time. Town not for profit charitable, civic, and service groups are welcome to use the facility for club functions at no charge. A Community Center Rental Permit must be completed to detail the days and times of use for the year. Terms of Rental and Clean Up requirements are to be followed. Meetings and special functions of the Town may pre-empt use of the building. The Amberg Community Center is a **non-smoking** facility.

If beer/wine is to be served the renter shall designate server(s)—**NO SELF SERVICE**, and the Server(s) shall not consume alcoholic beverages during the event. Alcoholic beverages are **not** to be consumed outside of the building. *Use of Alcoholic beverages shall conform to all rules and regulations of the Wisconsin State Liquor Control Board.* It is also the responsibility of the renting party to serve coffee, food and/or snacks at least one (1) hours prior to event end, and provide a designated driver for those in need at the end of the functions. If beer/wine is to be **sold**, a 1 day-class “B” liquor license must be obtained from the Town of Amberg Clerk in addition to following the above rules.

Building Use: In the kitchen the rental party may use the following: coffee pots, coffee urns, refrigerator, freezer, stoves and ovens, microwave, dishes, china, pots, pans, utensils, bussing carts and serving trays from designated areas. Please bring your own dish soap and towels. **The bussing carts are to be used for food service in the gym to help minimize utensil losses. Please do not stand on tables or chairs or permanently fasten objects to the walls.**

Cleaning: The renter is responsible for the cleaning of all areas of the Community Center used after the function ends. In the bathrooms check that the toilets are flushed; skinks are clean, and sweep/mop the floors as needed. In the gym or meeting rooms, tables and chairs should be wiped clean and put back where you found them. In the kitchen area: the dishes and utensils will be washed, dried, and stored away; sinks, counter tops and appliances shall be left in clean condition; hard surfaced floors should be swept and mopped; carpeted areas used should be vacuumed; and, trash should be bagged. Do not leave excess food, condiments, or leftovers in the refrigerator or freezer without approval of the Town’s representative. The cleaning must occur before the renter leaves unless other arrangements have been made.

The security deposit will be returned only after the building and its contents and grounds have been inspected by the Town of Amberg designated representative. If any additional cleaning, repair, or replacement of Community Center property is required, the appropriate amount will be withheld from the security deposit. If the security deposit will not cover the additional work or costs involved, then the renter remains responsible for the additional expenses.

If any evidence of smoking is found in the Community Center, the security deposit will be withheld in full and payment for any additional damages will be the renter's responsibility.

Cancellation: If the renter notifies the Town of Amberg Chairman or his/her designated representative in person, by mail, e-mail, or by phone at least seven (7) calendar days before the rental date that the renter is canceling, the renter will receive a full refund. A message left on an answering machine is not sufficient notice of cancellation. If a cancellation is made to the Town of Amberg Chairman or his/her designated representative in person, by mail, e-mail, or by phone less than seven (7) calendar days before the rental date, \$50.00 of the security deposit or rental charge may be retained by the Town of Amberg.

Insurance: The Town of Amberg may require proof of personal liability insurance from renters. A proof of insurance may be acquired from the renter's insurance agent at no cost.

If the renter is using a caterer to provide food and/or alcoholic beverages, the caterer must provide a certificate of insurance along with the renter's coverage.

This hall rental agreement may be amended by the Amberg Town Board or its designated representative to fit the particular needs of the rental party. **The Amberg Town Board and/or its designated representative reserve the right to refuse rental of this facility to any applicant.**

Renter

Town of Amberg Representative

Date

Date

HOLD HARMLESS AGREEMENT

I [we] agree to indemnify and serve harmless the Town of Amberg against all loss and damage, including damage to person or property arising from any act of, or negligence of, mine [ours] or of any person acting on my [our] behalf while engaged in the performance of the above rental contract with the Town of Amberg, or while in or about the Community Center premises, or arising from accident or any injury not cause by an act of the Town of Amberg, its agents or employees, to anyone attending the event for which I [we] have rented the Amberg community Center or arising from liens or claims resulting from the performance of this contract.

Renter

Date

IN THE EVENT OF AN EMERGENCY SUCH AS TOILET BACKINIG UP, PLEASE NOTIFY CARETAKER ON DUTY.

	Residents	Non-Residents
Community Center w/Kitchen facilities	\$100/day	\$150/day