



Parks & Recreation Department
Facility Rental Agreement

Date of Rental: _____ Day of Week: _____

Purpose of Rental: _____ Est. Attend _____

Rental Period: (include set-up & clean up time) Start time: _____ End time: _____

Facilities Requested: _____ (Facilities are Not Set Up)

I will set up: Tables and chairs are located in the closet. In the lobby for Gym rentals.

I understand and agree to set up the tables and chairs for my event. I agree to wipe down tables and chairs and put them away. (Renter Signature) _____

City Setup: I agree to pay \$40 for staff to set up/take down for our event. _____ (initial)

Name: _____ Street Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

E-mail _____ DOB _____

Number of tables needed: _____ Chairs _____

Linen Order: (list sizes & quantity) _____

****Linen Order and Delivery Fee Non-Refundable once order is placed****

Additional Equipment Requested: _____

Serving alcohol? Yes No Selling alcohol? Yes No (You are responsible for determining whether or not your group needs a Class B permit, which is available through City Hall).

This rental agreement is made and entered into by and between the City of Two Rivers, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Renter": The parties agree as follows: **The Renter understands his/her responsibility is to set up, clean up and restore premises** within the time period listed above. If these services are provided by City staff, fees will be billed at an hourly rate of \$40 per person per hour. **Damages incurred to the property will be billed to the Renter.** _____ (initial)

Limitation of Use: Renter agrees that the number of persons shall not exceed the capacity of the room rented (see reverse side) and that no intoxicating liquor or fermented malt beverages shall be served to minors. In the event this Limitation of Use is not complied with, renter shall be charged and agrees to pay an additional rental fee of \$200.

REFUND POLICY: I understand and agree that refund requests received in writing (30) full days prior to the reservation date, will receive a refund minus a \$15.00 administrative fee or 100% credit on account to be used for a future rental or program (excludes attraction tickets). Less than (30) full days notice prior to the reservation date, will receive a 50% refund minus a \$15.00 administrative fee. No account credit given. Less than (10) full days notice - No refunds or account credit are given. Cost incurred by the City for delivery & pick up of rental items such as linens or any other special request items for the rental will be deducted prior to issuing a refund. No refunds given for circumstances beyond the control of the Parks & Recreation Department (ie: weather).

Deposits – will automatically be mailed to the address on the reservation form, unless arrangements have been made for pick up at the Parks & Recreation Office. Renter agrees to abide by the rules and regulations contained in this agreement. My signature and/or payment indicates my agreement with these terms.

Signature of Renter Date

Approved by Parks & Recreation Director Date

FEES and CHARGES SCHEDULE

Room	Capacity	Time Total hrs.	Resident Rate	Charges	Nonresident Rate	Charges
Koska –Senior Center	100		\$17/hour		\$24/hour	
Kitchen, SC Licensed			\$20/hour		\$27/hour	
SC Library	25		\$12/hour		\$18/hour	
Behringer Rm AB	100		\$20/hour		\$27/hour	
Warming Kitchen <i>(included in Behringer Rm AB rental / License)</i>			\$12/hour		\$18/hour	
Behringer A	20		\$14/hour		\$21/hour	
Behringer B	80		\$16/hour		\$24/hour	
Gymnasium <i>(Security deposit \$100 required)</i>	571		\$22/hour		\$32/hour	
The Studio *coming soon* <i>(Not ADA accessible)</i>	30		\$12/hour		\$18/hour	
Setup/takedown by City staff			\$40		\$40	
EQUIPMENT						
Blue Gym Mats	32		\$20/event		\$20/event	
P.A. System- outside unit/OR Bowes			\$25/event		\$25/event	
**Linen: Table <i>(Color)</i> Napkins <i>(Color)</i>			\$3.00/each \$.50/each		\$3.00/each \$.50/each	
**Linen Delivery			\$15/event		\$15/event	
Paper table cover			\$3.00/table		\$3.00/table	
TOTAL						
TAX 5%						
Amount Due			\$		\$	
\$100.00 Deposit required for Large Group Rentals/Parties/Events						
<i>For office use only</i>						
Rental Fee Paid by: Check # _____ Cash _____ Credit Card _____ Date Paid _____						
Deposit Paid by: Check # _____ Cash _____ Credit Card _____ Date Paid _____						

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