

SILVER CLIFF COMMUNITY BUILDING RENTAL AGREEMENT

S.C. COMMUNITY BUILDING RULES AND REGULATIONS

- A Security Deposit of \$100.00 is required **10 days prior to the first rental date** (first day of single day event or first day of multiple day event). The \$100.00 Security Deposit will be refunded after inspection to confirm the S.C. COMMUNITY BUILDING has been cleaned, garbage/ recycling disposed of, as well as no damage to the premises inside and/or outside. Including but not limited to:
 - ❖ SC Community Building must be cleaned by the renter after rental period.
 - ❖ Tables and chairs are to be returned to their original location after rental period.
 - ❖ SC Community Building exterior grounds are to be cleaned of all refuse (cups, bottles, cans, cigarette butts, and any other garbage) and refuse deposited in proper receptacles.
 - ❖ All garbage is to be taken to the SC Town Recycling Center or taken with you.
 - ❖ SC Community Building is to be cleaned by **NOON the day after the event**. Building is to be secured at the daily cessation of event. (doors and windows locked)
- The Silver Cliff Community Building is available for rental to all:
 - ❖ Rental hours are from 8:00AM to 5:00PM each day.
 - ❖ **Taxpayers/ Residents** of the Town of Silver Cliff for a daily fee of \$100.00.
 - ❖ **Non-Residents/ Non-Taxpayers** for a daily fee of \$150.00.
- Please issue ***two checks***, one for the \$100.00 Security Deposit and one for the additional non-refundable applicable fee(s). **Make checks payable to: "Town of Silver Cliff"**.
- SC Community Building **WILL NOT** be used for advertising purposes.
- SC Town Officials will always have access to the Silver Cliff Community Building.
- **DAMAGES:** Any damages to the SC Comm. Building will be the responsibility of the rental signee.
- The SC Community Building will be available for educational and charitable activities such as Cancer Society, Red Cross, Ronald McDonald House, Community Fundraising Events, etc...
- The SC Community Building will be available for anniversaries, parties, weddings, birthdays, funeral dinners, political and religious social activities, etc...
- According to current **Fire Code** the SC Community Building has an **Estimated Capacity Limit of:**
 - ❖ *120 people* when tables and chairs are set up.
 - ❖ *240 people* when set up with chairs only.
 - ❖ *400 people* with standing room only.
- The renter may request a special permit to serve alcoholic beverages. If alcoholic beverages are to be sold, all permits and/or licensing requirements apply.
- SC Town Board reserves the right to restrict, and/ or deny the use of the SC Community Building to any group or organization or individual if a determination that the proposed use would be contrary to established policy and/ or not otherwise in the best interest of the Town of Silver Cliff.
- The **Usage/ Rental Agreement** will be signed by the individual responsible for the use of the SC Community Building. The individual signing the agreement will be given a key to the building and will be responsible for any physical damage to the property and/ or equipment. The key will be returned to the Silver Cliff Town Clerk after said event.
- Any other requests not mentioned in these rules and regulations must be approved by the SC Town Board prior to the rental date.

I have read and agree to the Rules and Regulations of the S.C. Community Building Rental

Renter's Name: _____ Today's Date: _____

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(Continued)

Location of property: W13397 County Road C, Silver Cliff, WI 54104

Type of Event: _____ Date(s) of Event: _____

Name of Person, or Group and / or Organization: _____

Renters Address _____

Phone Number _____ Resident _____ Non-Resident _____

Number of People Expected: _____ Total Deposit: _____

Rental Fees are as follows:

Deposit: \$100.00

Organizations (annual fee): \$100.00

Resident/ Taxpayers: \$100.00

Non-Resident/ Non-Taxpayers: \$150.00

Rental fee for multiple day event may be adjusted at the discretion of the SC Town Board.

USAGE/ RENTAL AGREEMENT: I understand that my use of the Silver Cliff Community Building is voluntary and that I am using it for my benefit only. I agree that the use of the Silver Cliff Community Building facility is undertaken at my own risk and that the Township of Silver Cliff will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my group/ organization due to the negligence of members of my group/ organization or the negligence of third parties. On behalf of myself and the group/ organization that I represent, I expressly forever release and discharge the Township, its agents, or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify, and hold harmless the Township from any claims, injuries, or damages of whatever nature arising out of, or connected with my use of the Silver Cliff Community Building. I also agree to reimburse the Township for any damage, breakage, maintenance, or cleaning costs arising out of my use of the Silver Cliff Community Building. If it becomes necessary to cancel the event, I will give a 24 hour notice prior to the rental date to receive a full refund of the rental fee and deposit.

By signing below, I agree to all terms and conditions of the Rules and Regulations as outlined, in addition I agree to all terms and conditions outlined in the Usage/ Rental Agreement.

Signature: _____ Date: _____

If you have any questions, please contact the Silver Cliff Town Clerk at 715-757-3163

RETURN THIS COMPLETED FORM AND PAYMENTS TO:

Amy Vannieuwenhoven
Silver Cliff Town Clerk
N119292 County Rd I
Silver Cliff, WI 54104