

**RENTAL AGREEMENT FOR COMMUNITY ROOM
130 N. HARRISON STREET
VILLAGE OF NORTH PRAIRIE, WISCONSIN**

This RENTAL AGREEMENT entered into this ____ day of _____, 2023, by and between the
VILLAGE OF NORTH PRAIRIE, hereinafter referred to as "VILLAGE" and
_____, hereinafter referred to as "RENTER".

\$250.00 **Security Deposit (one check)**

\$200.00 **Community Room Rental for NON-RESIDENTS (separate check)**

_____ **Will you be serving Beer? License is required if serving Beer, \$10.00 fee.**

Village Clerk

DATE OF EVENT: _____ **TIME OF EVENT:** _____

RENTER:

Name

Address

City, State, Zip

Telephone

Please sign and complete the RENTER portion. Retain one copy for your records, return one copy to:
Village of North Prairie, 130 N. Harrison Street, North Prairie, WI 53153.

Updated 01/24/23

“RENTER” shall pay rent for the premises rented in the amount of \$200.00 and a security deposit check in the amount of \$250.00 at the time this agreement is signed. Said deposit will be returned shortly to the “RENTER” after the event if the hall is restored to the condition prior to occupancy by “RENTER”. In the event of any damage to the hall or contents, or the hall has not been properly cleaned, the VILLAGE reserves the right to charge and remove money from the security deposit to cover repairs and/or cleaning. Cleaning to be billed at \$50.00 per hour. In the event damages are done to the VILLAGE property exceeding the amount of the security deposit, the VILLAGE reserves the right to charge the RENTER for the additional expenses. The security deposit is not to be considered liquidated damages.

Rental fee will not be refunded if RENTER does not use the hall as agreed herein unless at least two week’s notice of cancellation of this agreement is received by the VILLAGE.

RENTER agrees to the following:

1. Securely wrap all garbage in plastic bags and deposit same in the dumpster provided on the north side of the building. A garbage in, garbage out policy applies.
2. No drinks or food will be permitted outside the building.
3. Clean the hall after use including washing of chairs and tables and returning them to their proper storage racks; (leaving six (6) tables plus four (4) chairs per table in place) See “Community Room Rules” for arrangement of tables & chairs; sweep floor; wash all dishes and utensils; clean kitchen.
4. All bathrooms to be inspected and cleaned as required. Normal usage is acceptable.
5. Lock all doors securely when RENTER leaves the premises.
6. All lights other than required security lights need to be turned off.
7. RENTER has the responsibility to contact the undersigned on behalf of the VILLAGE to survey the premises before the security deposit is returned.
8. See “Community Room Rules” as posted on the cabinet door immediately above the sink (and throughout the room).

Any further rules or regulations will be complied with by RENTER when so advised by the VILLAGE.

ABSOLUTELY NO TAPE IS TO BE USED ON ANY WALLS WHEN DECORATING.

SIGNED: _____, RENTER