

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

This RENTAL AGREEMENT entered into this (date) _____, by and between the

VILLAGE OF NORTH PRAIRIE, hereinafter referred to as "VILLAGE" and

_____, hereinafter referred to as "RENTER".

North Prairie Resident

\$250.00 **Security Deposit**

\$150.00 **Rental Fee**

\$400.00 **Total**

Non-Resident

\$250.00 **Security Deposit**

\$250.00 **Rental Fee**

\$500.00 **Total**

_____ **Will you be serving Beer?**

Payment Method:

_____ Cash _____ Check Ck. # _____ Amt. Paid _____

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 12/01/24)

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In order to secure the date for your event, All “RENTERS” shall write one check for the **security deposit of \$250.00 and the appropriate rental fee**. The hall rental fee (non-refundable) is **\$150.00 (for residents)** and **\$250.00 (for non-residents)** at the time this agreement is signed. *(IDs will be used to verify residency)*. If the hall is restored to the condition, it was prior to occupancy by the “RENTER”, the Security Deposit will be returned to the “RENTER” within 45 days after the event.

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 will not to be considered as payment for damages. The cost of damages will be charged to the renter at the full price of repair(s) and the RENTER will not be allowed to use the facility in the future.

Rental fee will not be refunded if RENTER does not use the hall as agreed herein unless at least two weeks’ 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