
VILLAGE OF NEWBURG
'IT'S A BEAUTIFUL DAY IN NEWBURG COMMUNITY CENTER'
RENTAL RATES CONTRACT

1. \$75 Security Deposit ----- All functions
2. \$50 Hall Rental -----4 hours or less
3. \$75 Hall Rental ----- more than 4 hours
4. \$25 Additional Fee----- Non Village Residents 4 hours or less
5. \$50 Additional Fee -----Non Village Residents more than 4 hours

Civic and humanitarian organizations which directly benefit the Village of Newburg residents will be afforded the use of the center at no charge.

LESSEE

Group

Responsible Individual

Address

Phone

Date

Purpose of gathering: _____

Date of gathering: _____ Time of occupation: _____

Will alcohol be served: Yes___ No___ If yes, Lessee assumes all responsibility for individuals consuming.

PLEASE NOTE:

- *Please take additional care in moving, stacking and cleaning of floor, tables & chairs*
- *The tables are light enough to pick up (not drag) and move.*
- *ANY ABUSE or NEGLIGENCE IN CLEANING ENTIRE CENTER WILL FORFEIT DEPOSIT RETURN.*

By signing below, I agree that I have read all rules & regulations governing the renting of the Village of Newburg Community Center:

Responsible Individual for Lessee

Date

Village of Newburg Administrator/Clerk or Designee

Date

HOLD HARMLESS AGREEMENT

In addition to any covenants or agreements made herein by the Lessor, the Village of Newburg, Washington/Ozaukee Counties, Wisconsin, and the Lessee _____, it is further agreed by and between the Lessor and the Lessee herein, as follows:

1. That Lessee agrees that any time during the term of said lease of the Village of Newburg Community Center, alcohol may only be consumed by those age 21 and older and only in a responsible manner. Alcohol consumption is restricted to the inside of the building and back deck area only. The sale of alcohol beverages is prohibited.
2. Lessee agrees to indemnify and hold harmless the Lessor and its agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney fees in case it shall be necessary to file an action, arising out of the rental of the Village of Newburg Community Center, which includes bodily injury, illness, property damage, including loss of use and which has been caused in whole or in part by the Lessee's negligent acts or emissions, or anyone employed by the Lessee or any agents of the Lessee, which may also be liable.
3. Lessee understands that parking at the Community Center parking lot is on a first come, first served basis for the downtown businesses. Parking cannot be reserved for use of the Community Center.

IN WITNESS WHEREOF Lessor and Lessee have set their hands and seals this

_____ day of _____, 20____

Lessee

Village of Newburg-Lessor, by
Village Administrator/Clerk or Designee

VILLAGE OF NEWBURG COMMUNITY CENTER – KITCHEN USE RULES

Violation of the Community Center rules can result in the loss of your security deposit and/or you will not be allowed the use of facilities in the future.

1. All kitchen utensils must be washed, sanitized, dried and returned to proper storage areas.

Appliances available for use include: refrigerator, stove, sink, pizza oven and warming table/serving area.
NEVER ADJUST THERMOSTAT ON FRIDGE OR TURN OFF! Any appliance you use – make sure it is turned off!

Appliances including refrigerator, stoves and burners must be scoured and wiped clean after use. Do not unplug refrigerator.
2. Contact the Village Clerk's Office staff prior to using kitchen equipment to ensure appliances are operating properly.
3. All equipment failure is to be reported to the Village Clerk's Office at 262-675-2160 as soon as possible.
4. Condiments will not be provided.
5. All food spills must be removed and washed cleaned. This includes but is not limited to cabinets, refrigerators and stoves and ovens. Sinks must be cleaned and wiped dry.
6. Counter tops and tables must be protected with hot pads when serving hot dishes. Counter tops and tables must be cleaned and wiped dry following use.
7. Kitchen and dining area floors must be swept and damp mopped following use.
8. Sinks must be cleaned & dried.
9. Dish clothes must be hung out to dry.
10. Coffee grounds are to be wrapped in paper and placed in trash containers. Do not throw coffee grounds in sink.
11. **All garbage must be removed from building and placed in the appropriate on-site trash cans. Please provide your own garbage bags for your event. All boxes must be broken down. Please make sure that the proper item is put into the proper trash can. Garbage in garbage. Recycling in recycling.**
12. No village property is to be removed from the building.
13. **Kitchen linen, if used, is to be washed and returned within 3 days of use of facility**
14. Turn off all lights (except labeled to be left on), coffee pot etc. prior to leaving building. Heat and air conditioning are monitored by village staff.
Ensure all doors are locked and closed securely— side double door & front door.

RULES & REGULATIONS GOVERNING THE USE OF THE 'IT'S A BEAUTIFUL DAY IN NEWBURG COMMUNITY CENTER'

Violation of the Community Center rules can result in the loss of you security deposit and/or you will not be allowed the use of facilities in the future.

1. Please note that the Community Center is a smoke free building – use of tobacco is prohibited and not allowed on the premises. The use of flame candles is prohibited with the exception of birthday candles on a cake. Pets are prohibited with the exception of certified service animals.
2. Any alcohol brought on site may only be consumed by those age 21 or older. Lessee assumes all liability and responsibility for individuals consuming alcohol.
3. Reservations for use shall be made at the Village Clerk's office during regular working hours: 9:00 a.m. to 5:00 p.m. Monday thru Friday or by writing to: Village of Newburg, P.O. Box 50, Newburg, WI 53060. Phone 262-675-2160.
4. Applications for use must be completed in full, signed and dated by the responsible party. Upon verification of the date being open and receipt of the security deposit, the facility will be reserved. The full rental fee is due and payable to the clerk 72 hours before the rental date. Cancellations received before 5 days of scheduled use shall facilitate full return of the security deposit. Cancellation received less than 5 days before scheduled use shall cause forfeiture of the security deposit except for unusual circumstances which shall be determined by the Village Administrator/Clerk.
5. Upon completion of rental term and within 14 days, the Village Administrator/Clerk shall return the security deposit if the property and premises were left in proper condition—to the pre-rental/event state (see post-event clean-up checklist). If there are missing or broken items or if property and premises were left in less than proper condition, a portion (or all) of the security deposit may be withheld. The security deposit shall be returned only to the responsible party involved in the rental agreement.
6. All users of this facility shall execute in full a hold harmless agreement. This agreement shall be retained on file by the Village Administrator/Clerk.
7. All functions shall terminate at such time as to properly clean the building and premises to effect closing no later than 12:00 a.m. unless otherwise set by the Village Board.
8. At no time shall center contents be removed from the building.
9. **All garbage must be removed from building and placed in the appropriate on-site trash cans. Please provide your own garbage bags for your event. All boxes must be broken down. Please make sure that the proper item is put into the proper trash can. Garbage in garbage. Recycling in recycling.**
10. Decorations, such as balloons, crepe paper, bells, etc., must be attached with tape only. Please use a minimum of tape. Any damage to the hall walls will result in forfeiture of the deposit.
11. If rugs are moved, they must be put back to where they were taken.
12. Keys can be deposited into the "after hours drop off box" located at Village Hall after rental.
13. Turn off all lights, coffee pot etc. prior to leaving building. Heat and Air are monitored by village staff. Ensure all doors are locked and closed securely—parking lot side and front door.

POST-EVENT CLEAN-UP CHECKLIST

After your event is complete, you are required to have the Community Center/Bathrooms/Deck back to the state that they were prior to your event. This is a list of the most common items that need to be taken care in order to make this happen. *Please note that this is not a comprehensive list and will depend on what you do during your event/rental.*

CHECKLIST

- Decorations
 - All decorations (balloons, crepe paper, bells, posters, etc.) must be completely removed – including tape, string, etc. that was used to hang the decorations from event on walls, ceiling, windows, doors, etc.
 - Use of nails or pin buttons to attach any type of materials or decorations is prohibited!
- Trash
 - Empty garbage cans and take out trash bags
 - Dispose of garbage into the on-site village trash cans
 - Boxes and other recyclable items are to be broken down and placed in the recycling trash can (yellow lid)
- Tables
 - Wipe off all tables before putting them back or putting them away
 - Place tables back to their original locations
- Chairs
 - Wipe off chairs if needed
 - Place chairs back to their original locations
- Floor
 - Sweep
 - Mop/spot mop floor in community center if needed
- Counter Tops
 - Clean and wipe dry all counter top areas used
- Appliances
 - Clean all appliances and any appliance you use - make sure it is **turned off**.

NOTE: The floor in Room B (west side / parking lot side) is made of cork. **DO NOT** drag any items such as tables across it. Pick up to move. Please use special care not to scratch this flooring or hardwood floor in east room.

Violation of the Community Center rules including failure to clean-up and restore Community Center to its pre-event setup can result in the loss of you security deposit and/or you will not be allowed the use of facilities in the future.