



COMMUNITY CENTER RENTAL CONTRACT

Village of Bellevue

1811 Allouez Avenue · Bellevue, WI 54311 (920) 468-5225

RESERVATION DATE: _____ **EVENT:** _____

Complete the following information:

Renter's Name: _____ Organization Name (if any): _____

Email: _____ Village Resident? Yes No

Address: _____ City/State/Zip: _____

Primary Phone: _____ Other Phone: _____

Date of Birth: _____

RENTAL INFORMATION:

Type of Event: _____ Private Event Open to the Public

Time of Event: _____ am / pm to _____ am / pm *(Include setup and cleanup time)*

Maximum # of Participants Expected: _____ Private Event Open to the Public

Community Center \$125 (Resident) & \$160 (Non-Resident) Full Day
1811 Allouez Avenue (Rental between 8:00am and 10:00pm only)

Tax Exempt: \$93 (Resident) \$150 (Non-Resident)

*Must provide proof of tax exempt status at time of reservation.

Deposit \$125 / per rental day

TOTAL DUE: \$ _____

NOTES:

PLEASE READ:

Reservations will not be secured unless the above information is complete and accurate. The Director of Parks, Recreation and Forestry or designee approves all rentals and determines any restrictions, additional fees or waiver of fees. Any person or group wishing to request to reserve a Village facility must submit this completed contract form with appropriate fee and deposit to the Village Office. Requests will be accepted on a first-come, first served basis.

CANCELLATION — The full fee and deposit amounts will be refunded if the reserving party cancels the reservation not later than fourteen (14) days prior to the reservation date. Cancellations after fourteen (14) days prior to the reservation date will receive a refund of the full deposit and half the rental fee.

By signing below, I hereby acknowledge that I have completed the above information to the best of my knowledge, read the above information, received a copy of the Rental Rules, and will agree to all said rules and guidelines governing the use of the Village Community Center.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY:		Key Issued: _____	
Date Reservation Made: _____	Date Key Issued: _____	Returned _____	
Amount Paid: _____	Deposit: _____	Deposit Returned: _____	Village Check # _____
Credit Card #: _____	Exp: _____	Staff Initials: _____	



VILLAGE OF BELLEVUE COMMUNITY CENTER RENTAL RULES & GUIDELINES

HOURS: The Village of Bellevue Community Center is available for rental between the hours of 8:00 am – 10:00 pm Saturday or Sunday. Premises must be cleaned and vacated by 10:00pm or the ending time stated on the contract. It is important to allow for set-up and clean-up time when deciding your hours of usage. Another rental may be scheduled before or after your rental period. Renters may not access the facility prior to their reservation period without consent from the Director of Parks, Recreation and Forestry. Any renter accessing facility prior to their reservation may be subject to loss of deposit and loss of rental privileges for a year.

FEES: The Village Community Center meeting room is available with restrooms, lights, tables, chairs, small kitchen and off-street parking. For groups up to 75 maximum. Full Day: \$125 (R) & \$160 (NR). Tax Exempt: \$93 (R) \$150(NR), must provide proof of tax exempt status at time of reservation.

CANCELLATIONS: The full fee and deposit amounts will be refunded if the reserving party cancels the reservation no later than fourteen (14) days prior to the reservation date. Cancellations after fourteen (14) days prior to the reservation date will receive a refund of the full deposit and half the rental fee.

KEYS: The individual responsible for the rental will be issued a key to the building and to appropriate room(s). The keys must be picked up during normal office hours of the week of the rental. Keys not picked-up by **Friday at noon (Memorial Day through Labor Day) or 4:30pm Labor Day through Memorial Day** prior to the event will result in **loss of rental and reservation fees**. Keys must be returned within two (2) business days after the rental. Keys must be returned to the Village Office at 2828 Allouez Ave.

SECURITY DEPOSIT: A security deposit will be charged to all groups renting the facility for loss or damage to keys, equipment damage, contacting of village staff during non-business hours, damage and/or clean-up costs. The deposit will be returned after the facility and/or equipment is inspected by Village staff and is found in good condition. The Village will refund the deposit amount within thirty (30) days after the last day of the reservation provided the inspection passes successfully.

DECORATING INFORMATION: All decorations must be put up and taken down without damaging walls, woodwork, floors, ceilings, or blinds. Nails, tape, tacks, staples, and screws are prohibited. White mounting putty is permissible but must be completely removed after use. No open flame devices are allowed, which includes candles, hurricane lamps, lanterns, chafers, etc. Dance wax or any other types of dancing compounds are not allowed. The renter must remove decorations immediately following the event.

SET UP, CLEAN UP, & DAMAGE POLICY: The renter is required to set up and take down all tables, chairs and personal equipment. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses, or damages above and beyond your deposit as well as be subject to loss of rental privileges for one year. The Village of Bellevue is not responsible for any equipment or other items left at the Community Center at any time. The renter is responsible for doing the following in regard to cleaning and closing the facility:

- Clean the inside of the building. To include: wiping down tables, sweeping & mopping floor, all garbage picked up and bagged, decorations removed, and sink facilities cleaned.
- Clean outside of the building. To include: empty garbage cans associated with your rental, clean up any debris left around the building from your rental and remove all supplies, equipment or objects you brought with you.
- **All garbage from inside and outside of the shelter must be bagged and placed in receptacles. All excess garbage which doesn't fit in the provided receptacles must be removed from premise. Use dumpsters when available.**
- Recycling is mandatory. Please utilize the recycling containers for your plastic, glass, and aluminum only (no garbage). All recyclable material must be cleaned.
- Turn off all lights and lock all doors before leaving.
- Police area during rental. Report any damages.

SMOKING/TOBACCO POLICY: Smoking and the use of tobacco products is strictly prohibited inside and within 100 feet outside of the building at all times.

ALCOHOLIC BEVERAGES: Consumption, distribution and selling of alcoholic beverages is strictly prohibited on premises.

PARTIES ELIGIBLE FOR RENTAL: The Community Center may only be utilized by private citizens (resident or nonresident), public non-profit groups, private non-profit groups, or governmental agencies. No Village facilities will be used by private individuals, businesses or corporations for money-making activities. No Village facilities will be used for political rallies or fundraising activities.

RELIGIOUS ORGANIZATIONS: Religious organizations are eligible to have rental fees waived provided that all of the above conditions are met, and only if the purpose of the meeting or event is secular in nature (i.e. church services or congregation fund raisers would not be permitted.)

INSURANCE: Rentals open to the general public must provide a Certificate of Liability Insurance, in the amount of \$2 million naming the Village of Bellevue as an additional insured, prior to the scheduled event.

BOUNCE HOUSE/INFLATABLE Rentals looking to utilize a bounce house/inflatable must provide a Certificate of Liability Insurance, in the amount of \$2 million naming the Village of Bellevue as an additional insured, prior to the scheduled event.

TENTS: Tents are not allowed at the Community Center.

PROBLEMS: If a problem arises during your rental time please call the Village of Bellevue at 468-5225. In the event that you contact the Village staff during non-business hours, you may be charged the hourly wage of the person responding to your call. You will not be charged if you call pertains to a building malfunction, key does not work properly, or other situation that is caused in part by an error of Village staff.

TRANSLATION OF RULES:

"Please contact the United Hmong/Asian American Community Center at 437-4550 if assistance is needed in translating this letter."

Yog haistias koj tsis totaub daim ntaawv no thiab xav tau kev pab txhais, thov hu rau Koomhaum Hmoob ntaawm 437-4550.

"Please contact Hispanic Services at 465-9491 if assistance is needed in translating this letter"

Contacte por favor a Hispano Servicios en 465-9491 si ayuda es necesitada a traducir esta carta.

Any deviation from the above rules may result in the renter forfeiting a portion or all of their security deposit, paying for damages, and/or loss of future renting privileges.