

# 2010 Ephraim Hall Rental Agreement

- **A Completed Agreement and a Deposit of \$250 is required To Confirm**

The Village Of Ephraim agrees to provide use of the Ephraim Village Hall for your function. The Hall will be provided cleaned and ready for your activities. **Hours of availability are 8:30 am – 12:00 AM.** You are required to abide by all Village of Ephraim Ordinances and Hall use rules; infraction of rules will result in forfeiture of your deposit when applicable. You will be charged for all cleaning services if your group does not leave the Hall in clean condition. A Fee Schedule is listed on back of this contract. **A \$35 minimum maintenance fee will be assessed per set-up, per event in addition some set-ups of tables and chairs may be done by the Ephraim Maintenance Staff and a fee will be assessed. Sales tax is included in your hall rental when required.**

Mail this completed form and your deposit to:  
 Village of Ephraim  
 PO Box 138  
 Ephraim WI 54211.

**\*The Ephraim Village Hall may not be available for rental on the second and fourth Mondays of each month for possible meetings of the Board of Trustees or the Historic Preservation and Planning Committees.**

- A certificate of Insurance, including Liquor Liabilities Binder must be submitted with your request if liquor is to be served.

**Bill To**

**RENTERS INFORMATION**

**Requested Dates**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Month	Date	Time In	Time Out	Type Of Event

**If you intend to serve alcohol of any type, please answer the following questions:**

1. Is the event by private invitation only?  Yes  No
2. Will you request a donation or payment in order to attend?  Yes  No

**IF YOU WILL BE SERVING ANY TYPE OF ALCOHOLIC BEVERAGES YOU MUST COMPLETE THE FOLLOWING**

We, I \_\_\_\_\_ [group or individual's name] will be having an event on \_\_\_\_\_ [date] on Village-owned property, to wit The Ephraim Village Hall located at 9996 Hwy 42 Ephraim, 54211. We/I will be serving wine or other alcoholic beverages at the function. We/I hereby state that all consumption of alcohol will be confined to the interior of the Hall and if any damage or injury occurs directly or indirectly from the serving of alcoholic beverages, We/I will hold the Village of Ephraim harmless from any lawsuit that shall arise and that We/I take full and total responsibility for all such damages as may be incurred. All requests to allow service of alcohol will be thoroughly reviewed prior to approval.

\_\_\_\_\_  
 Renters Signature

\_\_\_\_\_  
 Date

**OFFICE USE ONLY**

Received \_\_\_\_\_ Deposit ck# \_\_\_\_\_

Routed to Treasurer \_\_\_\_\_ Attached \_\_\_\_\_

**Total rental fee \$ \_\_\_\_\_ Maintenance Fees: \$ \_\_\_\_\_**

Invoiced on \_\_\_\_/\_\_\_\_/2010 for \$ \_\_\_\_\_ or

Returned Deposit Processed \_\_\_\_/\_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_

# 2010 EPHRAIM VILLAGE HALL RENTAL FEES

\* ANY SET-UPS DONE BY THE MAINTENANCE STAFF WILL INCUR A MINIMUM FEE OF \$35

\*\*A \$35 MINIMUM MAINTENANCE FEE WILL BE ASSESSED FOR CLEANING PER EVENT

\*\*\*SALES TAX IS INCLUDED IN YOUR RENTAL FEE IF REQUIRED

## **RATES:**

### **1. Meetings/Classes/Theater Productions:**

**Rental: \$50 minimum (less than 4 hours) \$80 daily maximum 4 or more hours)**

### **2. Private Parties: Birthdays, Weddings, Anniversaries, Graduations**

**Rental: \$225**

**Security deposit of \$250.00 is required for all rentals and will be held during the duration of the rental and may be applied to the balance due or used for additional cleaning if necessary.**

# Ephraim Village Hall Set-Up Request

## Information Sheet

To Be Filled Out Before Time of Rental

**Minimum set-up fee is \$35 per set-up per event**

### For Use by Village Maintenance Staff

Name of Renter/Organization: \_\_\_\_\_

Date/s of Hall Rental: \_\_\_\_\_

Name of Person/Contact in Charge: \_\_\_\_\_

Phone Number/s: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

Type of Activity for the Majority of Time:  Sedentary  Active

Duration of Major Activity: \_\_\_\_\_

**Temperature will be set at 75 degrees for sedentary (sitting) activities, 68 degrees for active (dancing, exercise). Temperature will be set for the entire rental period, so please note if you prefer A *sedentary* or *active* temperature setting:** \_\_\_\_\_

Number of Chairs to be set: \_\_\_\_\_

Number of Tables to be set: \_\_\_\_\_

Desired Location of the piano (usually kept in front of stage at left): \_\_\_\_\_

If you are having a dumpster delivered, the day, approximate time and location so that our maintenance staff can block off a space for the Dumpster: \_\_\_\_\_

Please indicate on back of this page your seating choice

**This form will be used by the Village Maintenance Staff to make your Hall rental as easy and comfortable as possible. We will make every effort to have all these items completed prior to your arrival. Please NOTE that deviations from some of the items may not be possible once your activity begins.**