

Village of Ephraim Hall Rental Application



A completed agreement and deposit are required for dates to be confirmed.

RENTER INFORMATION:					
Name:					
Organization Name:					
Street Address:					
City:		State:		Zip:	
Phone #1:		Phone #2:			
Email:					

REQUESTED DATES: If requesting multiple dates, please use one form for each event request.				
MONTH	DATE	TIME IN	TIME OUT	EXPECTED ATTENDANCE #

Event Description:	
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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 8:00 AM - 12:00 AM.** Consider set up and break down time when requesting your rental period. 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. You are responsible for cleaning up after your event including but not limited to the removal of all garbage. The Hall must be ready for another rental at the end of your event. If garbage is left at the Hall or extensive additional cleaning is necessary after your event, you will be charged the staff loaded labor rate and any costs incurred for cleaning, garbage removal and/or repairs. There is a seated capacity for 180. There are 180 chairs and 18 tables.

Is the event by private invitation only?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you will be serving any type of alcoholic beverages, for your private event, you must complete the following:

We, _____ (group/individual's name) will be having an event on _____ (date) on Village owned property, to wit the Ephraim Village Hall located at 9996 STH 42/Water Street Ephraim, WI 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 Village Hall. If any damage or injury occurs directly or indirectly from serving alcohol, We/I will hold the Village of Ephraim harmless from any lawsuit that shall arise. We/I take full and total responsibility for all such damages as may be incurred. All requests to allow the service of alcohol will be thoroughly reviewed prior to approval. A copy of my Homeowners/ Special Event Liquor Liability Insurance is attached.

I have read and agree to abide by the Hall use rules and local ordinances.	
Applicant Signature	Date: _____

Internal Use Only			
Date Deposit Revd.:		Deposit Check #:	
Rental Fee \$:		Maint. Fee \$:	TOTAL \$:
Return Deposit Processed:		Amount \$:	

NOTICE - PLEASE READ!

The State of Wisconsin has designated our kitchen as a warming or serving, occasional non-restaurant kitchen facility. As such, the State of Wisconsin does not require the Village of Ephraim to have vent hood fire suppression systems above the range cooktop and ovens. There is a Class ABC fire extinguisher on the wall next to the refrigerator in the event of an emergency. Cooking activities that produce any amount of splattering of hot grease such as sauteing, frying, and broiling of fatty, oily or greasy food is **strictly prohibited** in our kitchen. This activity must be performed elsewhere and those cooked items may be brought into our kitchen for warming prior to serving.

VILLAGE HALL CLEAN UP CHECKLIST

We hope you enjoyed your event. Please use the list below to clean the Village Hall for the next renter. Unless time was requested/scheduled previously, no extra time will be granted for clean up. When you leave after your rental, the hall needs to be ready for the next renter.

You will be subject to a clean up charge to be determined by the Maintenance Supervisor based upon loaded labor rates of staff if the premises aren't left in clean condition as outlined in the Village Hall Rules/Clean Up Checklist.

NAME: _____

DATE OF RENTAL: _____

Your Initials:	Cleaning Item:
	Wipe down tables and chairs. Return to racks.
	Sweep up dirt and debris. Dispose of in trash. Wipe up any spills. Use the dust mop as a final sweep after removing any sticky substances. (No soap or detergent).
	Remove any and all decorations.
	If you have used the cook top and/or ovens they must be cleaned by the Hall renter.
	The dishwasher must be run, emptied, cleaned, dried, and put away before leaving. Do not add any detergent/soap to the dishwasher.
	The kitchen floor and countertops must be cleaned, washed, and dried before leaving.
	Any dishware, flatware, pots, pans, coffee pits, or utensils that were used must be washed in the dishwasher, dried completely, and put away.
	Items in the refrigerator must be removed by the Hall renter.
	All garbage must be taken and disposed of by the Hall renter when they leave at the end of the rental.
	Please turn off all hall lights, kitchen lights and ceiling fans before you leave.
	The outside front porch lights should remain lit.
	The doors from the main hall to the back restroom are to be locked. Please check.
	Lock the main doors facing Water Street/STH 42.
	Return the key to the Village Administrative Offices. If it is after hours or a weekend, please drop the key through the door at the Administrative Office at 10005 Norway Street.
	Return the completed checklist with the key.