

Town of Russell Community Center
Rental Agreement
35900 State Highway 13, Bayfield, WI 54814 - (715) 779-5338

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Name of Contact Person _____ Telephone _____

Function _____ Date(s) _____

SCHEDULE

Daily Weekday Rates -
Monday-Thursday

Daily Weekend Rates –
Friday thru Sunday & Holidays

Private ----- \$75
(No kitchen / no food service)

Private ----- \$100
(No kitchen / no food service)

Private ----- \$100
(Use of kitchen facilities)

Private ----- \$150
(Use of kitchen facilities)

Private ½ day Max 30----\$30
(No kitchen use)

Private ½ day Max 30-----\$30
(No kitchen use)

All others determined
by Town Board ----- \$ _____

All others determined
by Town Board ----- \$ _____

Town of Russell Residents: A discount of \$30 applies to the above fees except small group max 30 ½ day rates.

Cleaning/Damage/Reservation Deposit: A deposit check payable to the Town of Russell for \$200.00 must be received within one week (7days) of making the reservation.

The deposit may be used for the following: to hold your reservation, cover damages and cleaning as specified in the contract, and to cover expenses of un-returned keys. If the above described deposit does not cover the total expenses caused by your party, you are responsible for paying the additional amount as billed by the Town of Russell. Finally, if no expenses have been assessed to you, your deposit will be returned in full. Deposits will be returned within 30 days following the date the key(s) have been returned.

Forfeited Deposit: Your deposit will automatically be forfeited if the total rental fee has not been received by the Town within the time frame allowed.

Rental Fee: The total rental fee must be paid in full thirty (30) days prior to your rental. If your reservation is less than 30 days from the date of rental, the deposit and rental fee are due at the time the reservation is made.

Rental Period: The rental period begins at 12:00 noon rental day until 9:00 a.m. the next morning. Use of the facility prior to or following these times will result in the renter being charged for an additional day(s). If additional rental time is desired, the renter should inquire with the Town about available options and rates at the time the reservation is made. If you are found using the Community Center without making prior arrangements with the Town you will be charged \$100.00 per hour for the usage.

Cancellation Policy: In the event of a cancellation you will receive a full refund of your deposit, and rental fee (if paid) if the Town is notified 30 days prior to the actual rental. After this time no refund of deposit or rental fees will be given. If your check for deposit and/or rental fee is returned unpaid to the Town, your reservation will be cancelled. Requests for refunds within 30 days of the rental agreement will be determined by the Town Board . You must submit in writing your request for a refund with appropriate explanations.

Returned Checks and Collection Fees: An additional \$25.00 will be charged for any returned check. You may be held responsible for any additional legal costs the Town may incur in the collection of fees associated with this rental agreement.

DECORATIONS

Decorations may be used providing there is NO DAMAGE to walls, ceilings, woodwork. Thumb tacks, nails and items that create holes are not allowed. Tape, if used, must not damage paint or wood finishes and be completely removed following the event. These guidelines apply to the interior and exterior of the building.

PARKING

Parking is to be on the paved surfaces only. NO PARKING IS ALLOWED ON GRASSY AREAS.

GARBAGE DISPOSAL

You are responsible for the clean-up and disposal of all garbage, decorations, etc. These must be removed from the site by the end of the rental period.

EQUIPMENT & FURNISHINGS

No equipment is allowed to leave the building for any reason. This includes tables, chairs, cleaning tools and products, and kitchenware.

KEYS

Keys may be picked up from _____. Keys must be returned prior to any applicable deposit being refunded. Keys are to be returned within 3 days following the rental date. If you fail to return all keys you will be charged an additional \$200.00 so we may re-key all locks and acquire new keys.

CLEANING DUTIES

Clean-up must be done as specified by 9:00 a.m. the next day or the cleaning deposit is forfeited. Cleaning supplies and equipment are provided. Tables and chairs must be returned to there original locations. The interior floors must be swept and mopped clean. Bathrooms are to be scrubbed clean, mopped and trash removed. All decorations and garbage must be picked-up inside and outside the community center. **YOU ARE RESPONSIBLE TO REMOVE AND LEGALLY DISPOSE OF ALL GARBAGE** from the Community Center.

If the kitchen and/or food service is used, the following apply. All appliances/utensils are to be cleaned and returned to original locations. All counters cleaned. The floor is to be swept and mopped.

Determination of adequate clean-up and acceptance of the final clean-up is at the discretion of the Town.

CONTACTS & EMERGENCIES

Any questions regarding this agreement or emergencies at the Community Center are to directed to:

- 1. Dave Good 779-5401
- 2.
- 3.
- 4.

ACCEPTANCE OF AGREEMENT

My signature signifies that I have read this agreement and will fulfill its provisions:

Name: _____ Date: _____

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Rental Agreement
35900 State Highway 13, Bayfield, WI 54814 - (715) 779-5338

Sign and return to Town of Russell; 94500 N. Ladd St.; Bayfield, WI 54814

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Name of Contact Person _____ Telephone _____

Function _____ Date(s) _____

ACCEPTANCE OF AGREEMENT

My signature signifies that I have read this agreement and will fulfill its provisions:

Name: _____ Date: _____

TOWN OF RUSSELL OFFICE USE ONLY

Rental Date(s) _____

Reservation Confirmed on: Date _____ Time _____ By _____

Deposit Amount _____ Due Date _____ Date Received _____

Cash _____ Check _____ (Attach Copy)

Date reservation Cancelled _____ Date Notice Sent _____

Date Keys Issued _____ Numbers _____

Date Keys Returned _____ Numbers _____

Cleaning Inspection Date _____ Time _____ By _____

Clean-up Accepted Yes _____ No _____, Reasons _____

Additional Clean-up Charges \$ _____

BILLING

Rental Fee \$ _____
 Cancellation Fee \$ _____
 Clean-up Costs \$ _____
 Lost Key(s) \$ _____
 Damages \$ _____
 Other Expense \$ _____

AMOUNTS PAID

Deposit \$ _____
 Rental Fee \$ _____
 Amounts Paid \$ _____

Total Costs \$ _____

Less Payments \$ _____

Refund Due or \$ _____ Date Refunded _____ Check No. _____

Balance Due \$ _____ Date Billed _____

Amount Paid \$ _____ Date _____

Balance \$ _____

Amount Paid \$ _____ Date _____

Balance \$ _____

Amount Paid \$ _____ Date _____

Balance \$ _____