



Marathon City – Administrator
 311 Walnut Street PO Box 487
 Marathon City, WI 54448
 (715) 443-2221

Submission Date:	
Accepted By:	
Approval Date:	
Approved By:	

VILLAGE HALL RENTAL APPLICATION

Event Information	
Date of Event:	Event Name:
Event Coordinator Name:	
Mailing Address:	
Email Address:	
Phone Number:	Village Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No
Approximate Number of Attendees:	Time of Event:
Event Purpose:	
Will alcohol be sold at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, Picnic License is required)	
Park Rental Fees	
<i>Permit Type</i>	<i>Fee</i>
Community Room	<input type="checkbox"/> \$100.00 / Day Residents <input type="checkbox"/> \$150.00 / Day Non-Residents
Security Deposit	<input type="checkbox"/> \$50.00 / Rental Day
Total Due:	

Applicant Acknowledgement	
<p>Reservations will not be secured unless the above information is complete and accurate. The Administrator or designee approves all rentals and determines any restrictions or additional fees. Any parties that wish to have fees modified/waived must submit a formal request to the Village Administrator. 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.</p> <p>CANCELLATION — The full fee and deposit amounts will be refunded if the reserving party cancels the reservation not later than seven (7) days prior to the reservation date. Cancellations after seven (7) days prior to the reservation date will receive a refund of the full deposit and half the rental fee.</p> <p>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 Park Shelters.</p>	
Signature:	Date:

Rental Application Review (Office Use Only)

Is the application complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the date requested available <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is proof of insurance required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is Village named as secondary insured? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will alcohol be sold during event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has picnic license been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has license been approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has a licensed operator been listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has law enforcement been contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have rental fees been paid? <input type="checkbox"/> Yes <input type="checkbox"/> No	Check #
Has security deposit been received? <input type="checkbox"/> Yes <input type="checkbox"/> No	Check #
Is rental approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has calendar been updated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Village Key Policy Signed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Key Number Issued?	
Date Key Issued:	Date Key Returned:
Deposit Returned? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Deposit Returned:



VILLAGE HALL RENTAL RULES & GUIDELINES

HOURS: Village of Marathon City Hall is available for rental between the hours of 7:00am – 11:00pm. Premises must be cleaned and vacated by 11:30 pm 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 Village Administrator or designee. Any renter accessing the facility prior to their reservation may be subject to loss of deposit and loss of rental privileges for a year.

FEES: Rental fees for the hall along with a security deposit must be paid in full at the time of reservation.

CANCELLATIONS: The full fee and deposit amounts will be refunded if the reserving party cancels the reservation not later than seven (7) days prior to the reservation date. Cancellations after seven (7) 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 hall. The Keys must be picked up during normal office hours of the week of the rental. Keys not picked-up by **Friday at 4:00pm** 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 311 Walnut Street. All renters are provided building access under Village Key Policy. A signed copy of the Village Key Policy must accompany all hall rental agreements.

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.

TABLES AND CHAIRS: The Village does not guarantee a specific number of tables/chairs. However, Village Hall will typically have at least 8 tables and 60 chairs. **Additional seating & tables are the responsibility of the renter.**

ALCOHOLIC BEVERAGES: Private consumption of alcohol is permitted by persons of legal drinking age during normal hours. Sale of beer is only permitted at if the seller obtains a temporary license from the Village Clerk. All license holders issued a Temporary Class "B" Retailers License shall post in a conspicuous location at the main point of sale and at all entrances to the facility a sufficient number of signs disclosing that no fermented malt beverage shall be served to any underage person. A licensed operator (bartender) shall be on premises at all times during 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 necessary 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 Marathon City is not responsible for any equipment or other items left at hall at any time. It will be the renter's responsibility to do the following with regard to cleaning and closing the facility:

- Clean the inside of the hall. To include: wiping down tables, **sweeping/mopping floor**, all garbage picked up and bagged, decorations removed, personal items removed from refrigerators / coolers and cleaned, and sink facilities cleaned.
- Pickup garbage in bathroom and make sure all toilets are flushed.
- All garbage from inside and outside of the building must be bagged and placed in receptacles. All excess garbage 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.
- Police area during rental.
- Turn off all lights and lock all doors before leaving.
- Report any damages.

Village staff will inspect the community room every morning before 7:00am.

PARTIES ELIGIBLE FOR RENTAL: Any private citizen (resident or non-resident), public non-profit group, private non-profit group, private business or corporation, or governmental agency may request to reserve use of the Village facilities described above. *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.

INSURANCE: Rentals or special events open to the general public must provide a Certificate of Liability Insurance, in the amount of two million dollars (\$2,000,000) naming the Village of Marathon City as an additional insured, prior to the scheduled event. Proof of Insurance must be provided to the Village prior to the scheduled event.

BOUNCE HOUSE/MOON BOUNCE: Rentals looking to utilize a bounce house/moon bounce must provide a Certificate of Liability Insurance, in the amount of \$2 million naming the Village of Marathon City as an additional insured, prior to the scheduled event. Proof of Insurance must be provided to the Village prior to the scheduled event.

TENTS: Tents exceeding 10'x10' must have prior approval by the Village of Marathon City.

PROBLEMS: If a problem arises during your rental time please call the Village of Marathon City at (715) 443-2470. 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 your 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.

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.