



Harrison Community Room Rental Application

Village of Harrison - W5298 State Road 114 Harrison WI 54952

Name of Renter: _____

Address of Renter: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Date of Event: _____

Type of Event: _____

Hours of event: _____

Do you intend to serve alcohol? YES NO
(If YES, alcohol cannot be sold on site and bulk tap quantities are not allowed). There will be no underage drinking and I will be responsible to see this is enforced.

I agree to pay the Village of Harrison \$100.00 to reserve the Community Room for my event. I agree to give a \$125.00 security deposit and I understand that the Village may retain a portion or all of this security deposit to cover damages or excessive clean-up of the Community Room. I understand that in a rare occurrence my weeknight reservation can be cancelled if the Board needs to hold an emergency meeting. I agree to be responsible for any damage to the facility's tables, chairs, bathrooms and kitchen equipment and any damage to the walls, doors, floors or windows. I will not hang, tape or nail any decorations on the ceiling tiles, walls or woodwork. I am responsible for cleaning the Community Room and returning furniture to the original setup. I will have the facility cleaned up and be out of the building by midnight. The building will be inspected after each rental and the security deposit will be returned when the key is returned to the office.

RENTAL HOURS: Saturday and Sunday 7:30am-Midnight, Monday-Friday 4pm-Midnight

KEY CARD: I agree to sign the key card out at the Harrison Municipal Building between the hours of 7:30am to 3:30pm weekdays. The key card must be returned within 2 business days. There will be a \$25.00 fee levied for key cards that are lost or not returned. I understand that the key card opens the door labeled Community Room Entrance and is only active for the hours posted above.

I agree to indemnify and save harmless the Village of Harrison and their employees and elected/appointed officials and their agents from any and all liability from claims of bodily damage, or any other nature whatsoever arising out of the use of the Community Room. I have received a copy of the Community Room rental guidelines attached to this contract and agree to abide by all the rules and regulations formulated by the Village of Harrison for the use of the building and facilities located in the Village of Harrison.

Signature of Resident (Applicant must be 18 yrs or older) Date

Signature of Village of Harrison Representative Date

COMMUNITY ROOM GUIDELINES

Approved by the Town Board on 01/31/2006

1. The Community Room can only be rented by residents (must live in or have a business in Harrison). The rental fee is \$100.00
2. A separate \$125.00 deposit is required and will be returned if the Community Room has been cleaned up properly, there is no damage to the facility, appliances, or furnishings, and the key card has been returned (\$100.00 for building and \$25.00 for key card).
3. The Community Room will be available at no cost to human service organizations including veteran groups, Lions clubs, Kiwanis, etc.
4. The Community Room is not available for the following activities:
 - a) Weddings and wedding receptions
 - b) Bachelor and bachelorette parties
 - c) Funerals and funeral receptions
 - d) Commercial or retail sales activities or events, rummage sales, craft sales, scrap booking and hobby or collector show/ sales.
5. The Community Room is not available for rent on the following days:
 - a) New Year's Eve and New Year's Day
 - b) Easter Sunday
 - c) Memorial Day
 - d) Fourth of July
 - e) Labor Day
 - f) Thanksgiving Day
 - g) Christmas Eve and Christmas Day
6. Reservations will be taken for the next year beginning at 7:30am on the 1st Monday in October. Call the office at #989-1062 to make a reservation. Once the contract and the required fees are received, no refund will be given.
7. Reservations for recurring events will not be accepted. (Example "the first Monday of each month").
8. The facility will be open for rental until midnight daily. You must be cleaned up and out of the building by midnight.
9. The Community Room has a seating capacity of **130** people. This must be strictly enforced for fire and insurance purposes.
10. Questions on rental policies can be directed to staff at #989-1062 weekdays from 7:30am to 3:30pm. Problems during your rental can be directed to the on-call staff. Call the pager at #**586-2569** for assistance.
11. Smoking inside the building is strictly prohibited.

CLEANING CHECKLIST

PLEASE MAKE SURE TO COMPLETE THE FOLLOWING BEFORE LEAVING

- TURN OFF STOVE, WATER & LIGHTS IN KITCHEN
- TURN OFF LIGHTS IN HALLWAYS & TOWN HALL
- FLUSH TOILETS IN MEN & WOMEN BATHROOMS
- WIPE DOWN TABLES AND CHAIRS
- WIPE DOWN COUNTERTOPS AND ANY USED APPLIANCES IN KITCHEN
- REMOVE ALL OF YOUR FOOD FROM THE REFRIGERATOR
- RETURN TABLES & CHAIRS TO ORIGINAL POSITION- RETURN TABLES & CHAIRS TO STORAGE ROOM IF NEEDED
- REMOVE ANY DECORATIONS
- SWEEP FLOOR
- RETURN KEYS TO CABINET IN KITCHEN
- RETURN KEY CARD TO OFFICE WITHIN 2 BUSINESS DAYS
- PUT ALL GARBAGE IN GARBAGE CANS
- TAKE ALL GARBAGE OUT OF BUILDING TO DUMPSTER LOCATED IN BACK OF BUILDING

PLEASE KEEP IN MIND YOU ARE RESPONSIBLE FOR THE FOLLOWING:

- ✓ *BRINGING DISH TOWELS, DISH SOAP, & DISH CLOTHS IF YOU PLAN TO WASH YOUR DISHES*
- ✓ *BRINGING ANY SERVING UTENSILS THAT YOU WILL NEED*
- ✓ *SETTING UP AND TAKING DOWN TABLES AND CHAIRS*
- ✓ *BRINGING COFFEE, CUPS, CREAMER, ETC. IF YOU PLAN TO USE OUR COFFEE MAKER*

Please keep this copy for your reference
