



TOWN OF LAWRENCE COMMUNITY ROOM RENTAL CONTRACT
2400 SHADY COURT, DE PERE, WI 54115
(920) 336-9131

1st Town in Brown County

RESERVATION DATE: _____

EVENT: _____

Start Time: _____

End Time: _____

Estimated Attendance: _____

TOWN HALL COMMUNITY
ROOM FEES

Residents: \$100.00/5 hrs.

Non-Residents: \$175.00/5 hrs.

Security Deposit: \$150.00 (MUST be separate check from rental fee)

Additional Per Hour Charges After 5 Hours

\$15.00/hr. – Residents

\$25.00/hr. – Non-Residents

**Please make checks payable to: Town of Lawrence

The Lessee agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods. The Lessee hereby agrees to remit the applicable rental fee and security deposit and be held responsible for any and all damage to persons, property and premises.

Lessee shall indemnify and hold harmless the Lesser from any and all damage, loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises, or ways or walks adjacent thereto, by reason of any injury to persons or property caused or alleged to be caused by any act or omission, neglect, or wrongdoing of the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other persons admitted by the Lessee to the premises. The Lessee will, at his, her and/or its own cost and expense, defend and protect the Lesser against any and all such claims or demands, including attorney's fees.

ORGANIZATION NAME: _____

PERSON IN CHARGE (Must be at least 18 years of age): _____

ADDRESS: _____
(Street) (Town/State) (Zip Code)

PHONE: _____ / _____
(Home) (Mobile)

EMAIL ADDRESS: _____

The preceding information is correct to the best of my knowledge. I have received a copy of the Town of Lawrence Community Room Rental Policies & Regulations and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. I acknowledge overall supervision of and responsibility for this event. I acknowledge that the Town of Lawrence has no responsibility, express or implied, for any damage or injury arising out of, or connected in any way with my/our use of the Community Room facility.

SIGNED: _____
(Signature of Lessee)

DATE: _____

TO BE COMPLETED BY TOWN OF LAWRENCE PERSONNEL

Rental Fee	\$ _____	Date Paid	_____	Card # Issued	_____
Security Deposit	\$ _____	Date Paid	_____	Key(s) Issued	_____
Total Amount Due	\$ _____	Receipt #	_____	Date Issued	_____
		P.O. #	_____	Date Returned	_____
				Date Returned	_____

APPROVED BY: _____

DATE: _____

Revised 1/12/22

TOWN OF LAWRENCE COMMUNITY ROOM RENTAL POLICIES & REGULATIONS

HOURS: The Town of Lawrence Community Room is available for rental between the hours of 7:00 am – 10:30 pm, or later upon request. Premises must be cleaned and vacated by 10:30 pm or the ending time stated on this contract. **It is important to allow for set-up and clean-up time when deciding your hours of usage because the rental fee is based on your total time in the Community Room.**

FEES: The rental fee must be paid in full when making your reservation. Dates will not be reserved until required payment is received. **There shall be no fee for a Town of Lawrence non-profit organization comprised of 50% Town residents or Town of Lawrence school youth groups through high school, Monday through Thursday.** Non-profit organizations/youth groups who rent free of charge are allowed to reserve rooms two (2) months in advance and only once per month. Groups must pay applicable rental fees for any additional dates unless otherwise approved by the Town Board. The kitchen is included with rentals. Groups/individuals may use a catering service. A service charge of \$30 will be assessed if Town personnel are called in to correct any problem created by the Lessee or if the facility is left unsecured.

CANCELLATIONS: **If a cancellation is made at least two (2) weeks prior to the scheduled event a full refund will be issued, less a \$20.00 processing fee; no refunds given within two (2) weeks. All fees are non-transferable. Dates are transferable at any time for a \$10.00 charge.**

BUILDING ACCESS: Access to the building will be granted between the start and end times indicated on the signed rental contract.

SECURITY DEPOSIT: A security deposit will be charged to all groups renting the facility for damage and/or clean-up costs and will be returned after the facility is inspected by Town staff and is found in good condition. **A separate check must be written for the security deposit.**

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 allowed, which includes candles, hurricane lamps, lanterns, chafers, etc. Dance wax or any other type of dancing compounds are not allowed.** The Lessee must remove decorations immediately following the event.

SET UP, CLEAN UP & DAMAGE POLICY: The Lessee is required to set up and take down all tables, chairs and personal equipment. Lessee is responsible for cleaning the kitchen and all areas utilized, including wiping off tables & chairs, sweeping, taking care of spills, spot mopping floors, placing garbage and recyclables in appropriate bins outside and removing all decorations, personal equipment, etc. Caterers will share in the responsibility for the use and cleanup of the premises. The facility is expected to be left in the same condition the Lessee found it. The Lessee will be held responsible and billed for any unnecessary clean-up, losses, or damages as well as be subject to loss of rental privileges for one year. **The Town of Lawrence is not responsible for any equipment or other items left at the Community Room at any time.**

ACCESSIBILITY: Organizers using Town of Lawrence property or facilities agree to comply with the Americans with Disabilities Act and will seek to locate or relocate their activities to more accessible locations upon the reasonable request from a person with disabilities.

SMOKING POLICY: Smoking is **always** prohibited inside and within 100 feet outside the building.

ANIMALS: Dogs and other animals are not permitted in the Community Room at any time.

ALCOHOL BEVERAGES: Selling, opening, possession of alcoholic beverages in any open container, or consuming any alcoholic beverage in any Town park, recreation area is prohibited, other than in connection with an event or activity in a community room, park building, or other structure for which a permit has been issued by the Town.

Town of Lawrence Municipal Code §101-3

- A. No person shall sell alcohol beverages within the jurisdiction of the Town of Lawrence without a written permit or license approved by the Town Board of Supervisors.
- B. No permit or license shall be issued or re-issued to an applicant for a place of business that is non-operational unless authorized by the Town Board.
- C. All alcohol licenses or permit issued shall be pursuant to Ch. 125, Wis. Stats.

SALES: Gatherings for the purpose of advertising, sales, solicitations, or the display of articles for sale permitted by invitation only; not open to the general public.

If a problem arises during your rental time, please call the after-hour's number at 920-660-6695. MAKE SURE TO HAVE YOUR CONTRACT WITH YOU ON THE DAY OF YOUR RENTAL. Call-in staff/police will not allow your party access into the facility without verification of your contract. A service charge of \$30.00 will be assessed if Town personnel are called in to correct any problem created by the Lessee or if the facility is left unsecured.

By initialing this contract, I agree that I have read and understand the rental policies and regulations.