

Fall Creek Village Hall Rental Contract

122 E. Lincoln Ave., Fall Creek, WI 54742 (715) 877-2177

Village Resident Rental Fee:
Hall \$175 per day *

Non-Village Resident Rental Fee:
Hall \$200 per day *

* At the discretion of the Public Works Director, \$25 will be refunded within two weeks of the event providing the lessee cleans and replaces all tables & chairs to the racks in the storeroom. Charges for any property damage will be billed to the lessee.

Lessor is under no obligation to rent the Village Hall to any person or group. Lessor reserves the right to deny rental of the Hall to any person or group for any reason allowable by law.

KEY: A key for the hall must be picked up on the last business day prior to the event.

CAPACITY: Standing Room – 450 persons, Chair Seating – 325 persons (Only 200 chairs available), Table Seating – 150 persons.

REFUND POLICY: Fee is fully refundable if reservation is canceled at least four weeks prior to the event; 50% refundable if canceled between two and four weeks prior to the event; no refund if canceled less than two weeks prior to the event.

ALCOHOLIC BEVERAGES: Legal alcoholic beverages may be served to guests who are not minors, as long as the beverages are not **SOLD** and a donation is not accepted. If desired, fermented malt beverages may be sold at a **fund-raising event** if the organization qualifies for a Temporary Class B Retailers License. In that case, Bartender Operator Licenses issued by the Village of Fall Creek are also required. Please allow 2-4 weeks for license processing. All Village ordinances and laws of the State of Wisconsin must be respected and adhered to.

THE LESSEE IS RESPONSIBLE FOR THE TERMS OF THIS AGREEMENT.

INDEMNIFICATION: The Lessee agrees to indemnify and save harmless the Lessor against and from any and all claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from the conduct of or management about the demised premises, or from any accident in or on the demised premises, and will further indemnify and save the Lessor harmless against and from any and all claims arising from any breach or default on the part of Lessee and the performance of any covenant or agreement on the part of the Lessee to be performed pursuant to the terms of this lease, arising from any act or negligence of the Lessee, or any of its agents, contractors, servants, employees, invitees, or persons which Lessee allows upon the demised premises, and from and against all costs, attorney fees, expenses and liabilities incurred on or about any such claim or action proceeding brought thereon; excepting therefrom only the negligent acts of the Lessor or its agents or employees; and in case any action or proceeding brought against the Lessor by reason of any such claim, the Lessee upon notice from the Lessor covenants to resist or defend at Lessee's expense such action or proceeding by legal counsel reasonably satisfactory to the Lessor.

Lessee's Name _____ Phone _____

Address _____ Email _____

Type of Event _____ Date of Event _____

Lessee's Signature _____

OFFICE USE ONLY			
Date Paid _____	Amount Paid _____	<input type="checkbox"/> INVOICE: Refund (attach to application, submit to AP week of event)	
		<input type="checkbox"/> RECORD: Website Calendar	<input type="checkbox"/> RECORD: Paper Calendar