

# Town of Scott Community Center

## Rental Application and Contract

### Select Requested Facilities

- \$400 Resident / \$450 Non-Resident - Both Upper and Lower Level Areas
- \$250 Resident / \$300 Non-Resident - Upper Level Dance Hall, Stage and Bar Area (Capacity 365)
- \$175 Resident / \$200 Non-Resident- Lower Level Banquet Hall and Kitchen Area (Capacity 217)
- \$1 per chair - Chair Rental (use in facility only)
- \$150 Security Deposit for Local Residents (Proof of residency required)
- \$300 Security Deposit for Non-Residents

### Rental Information:

Date requested -

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Organization name (if applicable) -

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Renter name -

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Renter address -

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Renter phone number -

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Type of Event (wedding, shower, etc.) -

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Number of people attending -

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Time needed to set up event -

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Time Community Center in use -

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Will beer or wine be served?

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**Alcoholic Beverages:** Under *no circumstances is alcohol allowed* to be sold on the premise.

**Private Rental:** Beer, wine, and alcohol may be served to guests of legal drinking age at *no-charge*.

**Building Entry and Hours:** The door security lock combination will be provided prior to the event. For the combination, please contact Dale Burke at 414-881-4364. All music must end by 12:00 a.m. The event must end by 1:00 a.m. Service dogs will be allowed for people with special needs; no other animals are allowed in the building.

**Security Deposit Requirements:**

- \$150 Town of Scott Resident (proof of residency required)
- \$300 Non-Residents

Security deposits will be refunded in full or in part, based upon facility inspection after each event. Security deposit refund shall be returned the month following the Community Center use at a regularly scheduled town board meeting (2<sup>nd</sup> Monday of each month) as refunds shall be treated as a town bill and as such must be approved by the Town of Scott Board. Any cancellations must be made at least 30 days prior to the event or no security deposit will be returned. For questions regarding security deposits refunds, please contact Luanne Rady, Town Clerk at 920-994-4470.

**Theft and Damages:** The Town of Scott reserves the right to withhold the replacement cost for any damage to the property, its contents or any stolen items related to the time of the scheduled function.

**Security Personal:** The Town of Scott reserves the right to request the renter hire private security for scheduled functions open to the public whereby an organization has obtained a license to temporarily sell beer or wine, if the board determines it would be in the best interest of the public who attending the function and the property itself. The Town of Scott Board needs to receive a copy of the security contract at least 2 weeks prior to the event.

**Future Rentals:** The Town of Scott reserves the right to deny future rentals if stipulations of this contract have not been met to its satisfaction.

**Cleaning Requirements:** The Town of Scott required renters to clean and remove all garbage after each function, in effort to keep expenses and rental fees to a minimum. The Town of Scott garbage dumpsters are located on the west side of the building. Carpets should be vacuumed if needed. All chairs and tables should be returned to their proper location. If any item poorly cleaned, the Town of Scott reserves the right to withhold from the security deposit at the cost of a cleaning rate of \$25.00 per hour. It is also the renter’s responsibility to make sure that all the lights are turned off, windows are closed and doors are locked prior to exiting the building. Deposits will be held or adjusted if cleaning requirements are not completed. Deposit money will also be adjusted for broken or missing items.

**Contractual Agreement Signature:**

I \_\_\_\_\_ (Renter), hereby understand and agree to the provisions set-forth in this contract.

Signature of Responsible Person \_\_\_\_\_

Printed Name of Responsible Person \_\_\_\_\_

Date \_\_\_\_\_

**Town of Scott Community Center Contact Person for booking, rental information and to return all signed contracts:**

Luanne Rady, Municipal Clerk, N1306 Boltonville Road, Adell, WI 53001, Phone 920-994-4470.

Note: If no answer, please leave a message and your call will be returned as soon as possible.