

Town of Scott Community Center

Non-Profit Application and Contract (For Town of Scott Residents)

Select Requested Facilities

- No Charge - Both Upper and Lower Level Areas
- No Charge - Upper Level Dance Hall, Stage and Bar Area (Capacity 365)
- No Charge - Lower Level Banquet Hall and Kitchen Area (Capacity 217)
- \$1 per chair – Cloth Chair Rental (use in facility only)
- \$150.00 - Security Deposit for Local Residents (Proof of residency required)

Organization Information:

Date requested -

Organization name -

Organization address -

Organization phone number -

Type of event (wedding, shower, etc.)

-

Number of people attending -

Time needed to set up event -

Time Community Center in use -

Will beer or wine be served?

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

Pubic Rental: Only non-profit organizations are allowed to sell fermented malt beverages and must apply for a "Temporary Class B License Permit" through the Town of Scott. Application for permits can be obtained from the Town Clerk Treasurer and must be received at least two weeks before the scheduled event at a cost of \$10.00 for the permit.

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)

Cancellations: Cancellations must be made at least 30 days prior to the event.

Theft and Damages: The Town of Scott reserves the right to charge a 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 organization 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 Events: The Town of Scott reserves the right to deny future events if stipulations of this contract have not been met to its satisfaction.

Cleaning Requirements: The Town of Scott requires non-profit organizations to clean all rooms used (including bathrooms) and remove all garbage after each function, in effort to keep cleaning expenses to a minimum. Carpets should be vacuumed and spills should be addressed. Floors swept and washed if needed. All chairs and tables should be returned to their proper location. The Town of Scott garbage dumpsters are located on the west side of the building. If any area is poorly cleaned, the Town of Scott reserves the right to charge the organization the cost of a cleaning at a rate of \$25.00 per hour. It is also the organizations responsibility to make sure that all the lights are turned off, windows are closed and doors are locked prior to exiting the building. Charges will be assessed for broken or missing items. If the organization chooses not to clean the bathrooms, carpets and floors, they may hire the Town of Scott cleaning person at approximately \$100 per level. All other duties will still apply.

Contractual Agreement Signature:

I _____ (Organization Chairperson), 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 bookings:

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.