

## TERMS OF RENTAL

**KEY FOB** — Key fob must be picked up the week of the event, preferably the day before. You are responsible for the key and it must be returned to the Village Hall in order to have your security deposit returned. The key fob will only be given out to an adult 18 or older. \*If your key fob does not work, please call FVMPD non-emergency at 687-7100.

**UNLOCKING & LOCKING OUTSIDE DOOR**—Person responsible for the Key Fob is also responsible for Unlocking & Locking the Outside Door. (Push in handle, insert pin that is hanging on door, pull out pin when leaving and make sure door is locked)

**RESERVATION OF FACILITIES** — Facilities may be reserved at the Village Hall Clerk's office by Little Chute Residents ONLY. Phone 788-7380. Office hours are 8:00 am to 4:30 pm, Monday through Friday. Reservations can be made anytime in advance with a minimum 48 hours advance notice. Reservations for usage are confirmed only when payment is made in full and a signed agreement is on file at Village Hall.

Rooms may be used for most meetings, group discussions, and receptions except the following: 1) A purpose which interferes with or disrupts the regular operation of the Village. 2) Programs involving the sale, advertising, solicitation or promotion of products, services or memberships. 3) The Village reserves the right to deny any request. 4.) Non-resident of the Village. 5) Violations of the agreement or excessive damage to facility may be cause for future denial of room rental.

**DONOT CONTACT LIBRARY STAFF REGARDING YOUR ROOM RENTAL. WHEN SENDING OUT INVITATIONS, PLEASE DO NOT INDICATE THE LIBRARY ADDRESS AS THE RSVP ADDRESS. USE YOUR HOME ADDRESS.**

**CANCELLATION**—Notice to cancel a reservation must be given in a timely manner. Failure to do this will result in being charged at the following rate:

- a. 6 weeks in advance, refund 75% of paid rental
- b. 4 weeks in advance, refund 50% of paid rental
- c. 2 weeks in advance, refund 25% of paid rental
- d. Less than 2 weeks, refund 0% of paid rental

**TIMES:** You may arrive at the Civic Center any time between the hours of 8:00 am and 8:00 pm (including take down and clean up) unless special permission is granted by the Village Board of Trustees.

**CLEANING** — All cleaning is to be done immediately after the conclusion of an event. Maintenance personnel will inspect the building at 7:00 am the following day for your deposit refund. Exceptions may be made if there is no event the next day and the department is notified prior to the event. All equipment not furnished by the Village must be removed from the building no later than 2 hours following the event.

All garbage must be placed in the containers provided. Little Chute recycles! Please place recyclables in the appropriate containers. All decorations must be removed at the conclusion of the event.

No decorating is allowed prior to your rental time/date. The Village of Little Chute will not permit affixing anything to the walls or ceilings with staples, nails, tape, or other fasteners. The Village of Little Chute will not accept responsibility for special cakes or decorations brought into the facility. Any items or decorations you wish to retain must be removed prior to closing the facility at the end of your event.

\*\*Nail or tack holes will be charged at \$5 each.

**ALCOHOLIC BEVERAGES** — Alcohol may be consumed on the premises by adults of legal drinking age only. Permission to consume alcohol is obtained by purchasing an Alcohol permit. There is a \$5.00 fee for the permit and it must be brought to the facility the day of your event. Alcohol may only be consumed at the Civic Center for private parties. No ice tubs will be allowed in the rooms. Food and Beverages shall be consumed in the room and shall not be carried into the hallways.

**SECURITY/SAFETY** — Groups using the Civic Center/ Village Hall are responsible for the contents and security of the building. Opening and closing the building securely will avoid cost of damages to the user from vandalism. Use of candles or any flammable type material is prohibited in the buildings or on the grounds. The person responsible for renting the room should acquaint all attendees with the fire exits. Please dial 911 in case of an emergency or fire.

**SMOKING** — Smoking is prohibited in the buildings.

**VILLAGE OF LITTLE CHUTE ORGANIZATIONS** - Village charitable, civic and service groups are welcome to use the rooms for club functions at no charge. An annual permit must be completed at the Clerk's office to detail the days and times of use for the year. Terms of Rental and clean up requirements are to be followed. Violations of agreement or excessive damage to facility may be cause for future denial of room rental.

**EQUIPMENT** — Tables, chairs and other equipment are not to be removed from the buildings.

**MUSIC** - No live bands or amplification devices such as stereos, radios, etc. with external speakers will be allowed without permission of the Little Chute Village Board.

**VILLAGE OF LITTLE CHUTE CIVIC CENTER ROOM RENTAL  
TO LITTLE CHUTE RESIDENTS ONLY  
(920) 788-7380  
RENTAL PERMIT**

**Key may be picked up one or two days before the party, Monday – Friday between the times of 8 a.m. to 4:30 p.m.**

Lessee or Group Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date of the Event: \_\_\_\_\_

Time: from \_\_\_\_\_ to \_\_\_\_\_ (8am & 8pm)

(Enter the time that you want to get in to set-up and what time you will be cleaned up and leaving)

Purpose: \_\_\_\_\_ Attendance (#): \_\_\_\_\_

Person Responsible for Key: \_\_\_\_\_

ID provided \_\_\_\_\_ (Must be 18 and a Little Chute resident to rent rooms at the facilities)

Civic Center: 625 GRAND AVE

N1&2 with kitchen (90 person capacity) \_\_\_\_\_

S2&3 (70 person capacity) \_\_\_\_\_

**Total Rental Cost \$ \_\_\_\_\_ received on \_\_\_\_\_, by \_\_\_\_\_**

The Lessee signing this Agreement below, hereby agrees to forfeit the security deposit of \$300.00, for any damage to property or items stolen, and costs incurred for cleaning, together with any other liability to the Village of Little Chute by the Lessee resulting from the use of Village property pursuant to this Rental Permit, whether or not specifically described herein, and to comply with the following hold harmless provisions:

**Hold Harmless Clause:** Lessees shall be liable to the Village of Little Chute for all losses and damages in connection with both personal and real property resulting from any act or omission of any individual attending the event for which this Permit is issued, whether or not caused by negligence. Lessee shall further indemnify and hold harmless the Village of Little Chute from any and all damage, or loss, or liability of any kind whatsoever occasioned upon and or within the leased premises (as described in the lease agreement or as permitted for use by oral or other agreement), or ways or walks or concourse adjacent thereto, by reason of any injury or property of third persons occasioned by any act of omissions, neglect, or wrongdoing of the Lessee or any of his, her and or its officers, agents, representatives, assigns, guests, employees, invites, or other person admitted by the Lessee to the premises, and the Lessee will, at his or her and/or its own cost and expense, defend and protect the Lessor against any and all such claims or demands. Lessee shall further pay and reimburse the Village for all costs of enforcement and collection resulting from the Rental Permit incurred by the Village, including but not limited to, reasonable attorney's fees. Lessee agrees to prevent loitering and the presence of unauthorized persons during all such usage periods and further authorizes the Village to expel individuals and/or terminate the Permit immediately without notice in the event the Village becomes aware of any form of damage, destruction, or other violation of law occurring on Village property.

**I have read the attached terms of rental agreement and agree to comply \_\_\_\_\_**

**Signed**