

**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 between the times of 8 a.m. to 4:30 p.m. Keys are only needed for the Civic Center/Library.

Lessee or Group Name _____

Address: _____

City: _____ Telephone: _____

Day/Date of Event: _____ Time: from _____ to _____ (between 8am & 11pm)
(enter time that you want to get in to setup and
(what time you will be cleaned up and leaving)

Purpose: _____ Attendance (#): _____

Person Responsible for Key: _____ Key# _____

ID provided _____ (must be 18 to rent rooms at the facilities.) Key Returned _____

Room(s) Requested (Capacity for table seating or theater seating)

Civic Center: 625 GRAND AVE

_____ N1 (30/50) _____ N2 (30/50) _____ N1&2 (100/130) _____ Kitchen

_____ S1 (30/50) _____ S2 (30/50) _____ S3 (30/50) _____ S2&3 (100/130)

Total Rental Cost \$ _____ received on _____, by _____

The Lessee signing this Agreement below, hereby agrees to forfeit said security deposit of \$ **300.00**, received on _____ by _____ 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.
(initial)

SEE OTHER SIDE

LIQUOR LIABILITY AND YOU

As a renter of one of the Village of Little Chute's public facilities, there are some things you should know before you decide to serve alcohol.

1. The server of alcoholic beverages may be liable for injuries sustained by intoxicated persons.
2. The host of a social gathering may also be held liable for injuries caused by intoxicated persons.

To prevent the unnecessary pain and/or injury of an accident, the Village suggests the following:

1. Have available and promote the consumption of non-alcoholic beverages.
2. If possible, use a licensed bartender (operator) to dispense your drinks. The avoidance of a serious injury due to experienced handling may be worth the cost of a licensed operator.
3. Check each person's ID. You must be 21 to drink in Wisconsin.

If you suspect someone has had too much too drink:

1. Stop serving them!
2. Do not let them drive. Provide an alternate source of transportation.
3. If you cannot handle the situation, call the police at **920-788-7505**.

_____ I have read and understand "Liquor Liability and You."
(initial)

I, _____ having read and understood the Terms of Rental, Hold Harmless Clause, and Liquor Liability responsibility agree to comply with the agreement at the event for which I have rented the Village of Little Chute's Civic Center room(s).

Village Staff, for the Lessor

Lessee

Date

Return this signed form with payment to: Little Chute Village Hall, 108 W. Main Street, Little Chute, WI 54140. The key must be returned to the Village Hall in order to have your security deposit returned.

PLEASE DO NOT CONTACT LIBRARY STAFF REGARDING ROOM RENTAL AT THE CIVIC CENTER.

Copies: Lessee, Village Finance Dept., Custodial Dept., Fox Valley Metro Police Department

TERMS OF RENTAL

KEYS – Keys must be picked up the week of the event, preferably the day before. Keys are **only** needed for the Civic Center/Library. 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 will only be given out to an adult 18 or older.

RESERVATION OF FACILITIES – Facilities may be reserved at the Village Hall Finance Department by *Little Chute Residents ONLY*. Phone 788-7380. Office hours are 8:00 a.m. to 4:30 p.m., 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; no later than 2 weeks after booking the room.**

Rooms may be used for most meetings, group discussions, and receptions except the following: 1) Any 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. Violations of agreement or excessive damage to facility may be cause for future denial of room rental.

DO NOT 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 anytime after 8 am and need to be out by 11:00 pm (includes 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 a.m. 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 a separate approval through the Fox Valley Metro Police Department. There is a \$5.00 application fee. If alcohol is to be served, you must read and sign “Liquor Liability and You.” 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 – All 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 exists. **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 Finance Department 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**

CIVIC CENTER

ROOM#	CAPACITY (Table/ Theater Seating)	RENTAL	SECURITY
S1	30/50	\$20.00	\$300.00
S2	30/50	\$20.00	\$300.00
S3	30/50	\$20.00	\$300.00
S2&3	100/130	\$40.00	\$300.00
N1	30/50	\$20.00	\$300.00
N2	30/50	\$20.00	\$300.00
N2/w/kitchen	30/50	\$30.00	\$300.00
N1&2/w/kitchen	100/130	\$50.00	\$300.00

Refunds:

Prior to six weeks	full refund
6 weeks in advance	75% of paid rental
4 weeks in advance	50% of paid rental
2 weeks in advance	25% of paid rental
Less than 2 weeks	0% of paid rental