

VILLAGE OF EPHRAIM HALL RENTAL INFORMATION/ HALL USE RULES



BEFORE signing the application, please review the following information:

WILL MY EVENT BE A “FIT” FOR THE EPHRAIM VILLAGE HALL?

- The Ephraim Village Hall is a historic landmark that was built in 1926 and renovated in 2003.
- There is a seated capacity of 180. There are 180 chairs and 18 tables (approx. 8ft in length).
- The Hall is available to rent from 8:00 AM - 12:00 AM.
- Renters of the Hall are expected to abide by all [Village of Ephraim ordinances](#) and Hall use rules. Infractions will result in the forfeiture of your deposit. Future use of the Hall may be prohibited to any group who fails to abide by local ordinances and Hall use rules.
- Renters are expected to leave the Village Hall as they found it. All clean-up, setup, breakdown, and garbage removal are the responsibility of the renter by the end of the rental.
 - If garbage is left behind or extensive cleaning is required after your rental, you will be charged the staff-loaded labor rate and any costs incurred for cleaning, garbage removal, and/or repairs.
- Rental supplies that must be provided by the renter: Towels, dishwashing supplies, and garbage bags.
- The Village Hall Kitchens has been designated by the State of Wisconsin as a **WARMING KITCHEN**. Any cooking activity that produces any amount of splattering of hot grease is **strictly prohibited** in our kitchen. These cooked items may be brought into our kitchen for warming.
- The outside grounds are not included in the rental. There shall not be outside decorations or signage. There is no designated, reserved parking for events.
- The Village Hall has an elevator making the property handicap accessible.

GENERAL PROPERTY INFORMATION:

- The Ephraim Village Board and associated committees shall have priority use of the facility.
- The Hall is available for social gatherings, educational programs, and meetings of organizations. “For-profit” events will not be considered — NO PERSONAL GAIN EVENTS.
- If music is provided, we request that all windows remain closed and the Village of Ephraim [noise ordinance](#) be observed as a courtesy to our neighbors. All activities within the Hall must be completed and the Hall cleaned and closed by 12 AM.
- Absolutely nothing (no exceptions!) can be strung from the historic, Italian lights in the Village Hall.
- No nails or tacks are to be used to affix anything to the walls or ceilings. If tape is required, it must be painter’s tape that leaves no mark or damage when removed.
- No objects may be removed from the Village Hall. Anything brought into the Hall during your rental must be removed by the end of the rental.
- Tables, chairs, equipment, etc. cannot be rented or used outside.
- Alcohol may not be served or provided in any form for any event that is open to the public or for which a fee is required to attend. All events requesting to serve alcohol must be approved before the event and will require specific insurance documentation.
- There is a Class ABC Fire Extinguisher on the wall next to the refrigerator in the event of an emergency.
- Parking/Traffic: Parking shall be allowed only in lawful, authorized, developed parking areas provided. Parking shall not be harmful to vegetation or natural areas on site. Cars shall not be left overnight.
- Smoking is prohibited on the grounds or inside the Village Hall.
- No public events can serve alcohol. Alcohol service is limited to private events that are free of charge.

- Electrical outlets are labeled with breaker information. Don't overtax breakers with too many appliances in an outlet.
- The basement is off-limits.
- Opening of the Village Hall windows is not permitted. The front doors need to be kept closed at all times.
- If you have a maintenance or electrical issue, please do not attempt to correct the issue. Please contact Public Works Manager, Justin MacDonald at 920-495-0039.

RESERVING THE VILLAGE HALL:

- Please complete the Village Hall application and remit your deposit for consideration.
- Completing the application:
 - If you need time to set up the day before or break down/clean up the day after, please account for this time. Request additional rental time when you submit your application.
 - Unless time was requested and scheduled, no extra time for set-up or breakdown will be granted.
 - The Village Hall must be cleaned the same day and left in the condition it was found to accommodate use the following day or in some cases the same day.
- If you will be serving alcoholic beverages, the renter must provide a copy of their Homeowners (check for appropriate coverage) or Special Event Liquor Liability Insurance Binder.

FEES:

Village Hall Rental Fees
Local Non Profit pre-approved renters: No Charge if approved by the Village Board.
Theater productions, Associations, Approved Meetings, or Classes: \$50 minimum / \$80.00 daily (4 or more hours)
Village taxpayer private functions*: \$80 daily charge
Non-Village Taxpayer Private functions*: \$250 per day and must be paid prior to event day
<i>* A Security deposit of \$250.00 is required for all rentals and will be held during the duration of the rental. This may be applied to the balance due or used for additional cleaning if necessary. \$25 Processing Fee for all cancellations.</i>

OBTAINING AND RETURNING THE VILLAGE HALL KEY:

- To obtain access to the Village Hall, you must sign out a key from the Village Administrative Office.
- The Village Administrative Office is located at 10005 Norway Street and is open Monday– Friday, 8 AM – 4 PM for the pickup and return of the Village Hall keys. Phone: 920-854-5501.
- The key must be returned as soon as possible after the rental. If the key needs to be returned after hours or on a weekend, please pass the key through the slot in the door at the Village Administrative offices at 10005 Norway Street.
- If you lose the key, there is a fee of \$50 to re-key the Village Hall.

ELEVATOR INSTRUCTIONS:

- There is a small key on the Village key ring that unlocks the handicapped elevator on the outside of the building in the back.
- To use the elevator, it should be lowered to the street level and the light turned on.
- You must raise the elevator slightly off the street level at the end of your rental or the outside door could be opened for unauthorized access after the Hall is locked up.

CLEAN UP:

Please note: The dust mop is to the left of the refrigerator. There is a broom, bucket, and wet mop located in the cabinet in the kitchen (directly behind the entry door). Please follow the directions provided for the dishwasher- do not add any type of soap or detergent to the dishwasher (it is a self-contained unit with an internal supply of detergent) or overfill it (directions for operation are on the wall above the dishwasher).

Supplies that must be provided by the renter: Towels, dishwashing supplies, and garbage bags.

Do not use any soap or detergent on the wood floors.

- 1) Wipe down tables and chairs and return to racks. □
 - 2) Sweep up dirt and debris and dispose of it in the trash. □
 - 3) Wood floors: Wipe up any spills on the wood floors using only water. You can dampen a mop, but please don't use any soap or detergent. □
 - 4) Scuff marks on the wood floors can be removed using a water-dampened paper towel as an eraser.
 - 5) Kitchen floors: Light detergent may be used only on the kitchen floor. □
 - 6) Bathrooms: The bathrooms will be cleaned by our Maintenance staff post-rental. □
 - 7) Kitchen counters: The kitchen countertop should be washed with soapy water, rinsed with clear water, and towel-dried. □
 - 8) Kitchen sinks: The sinks should be emptied and free of debris, rinsed with clear water, and towel-dried.
 - 9) Refrigerator: Any spills in the refrigerator must be cleaned up. □
 - 10) Ovens: Any spill in the ovens must be cleaned up. □
 - 11) All dishes, pots, and utensils should be washed, dried, and put away. □
 - 12) Dispose of trash: All garbage and food must be removed from the hall by the renter. Please take with you any trash generated during your rental. □
- ★ Renters of the Hall may be subject to a clean-up charge if premises are not left in clean condition with tables and chairs broken down and replaced in their storage locations.

CLOSING THE VILLAGE HALL AFTER YOUR RENTAL

- All doors from the main hall to the back restrooms are to be locked when you leave the building.
 - Remember to raise the elevator if it was utilized.
- Please turn off all Hall and kitchen lights and the ceiling fans before you lock up.
- The outside front porch light should remain lit.
- The key must be returned as soon after rental as practical. If after business hours, the key can be passed through the door slot at the Village Administrative office.

POST RENTAL:

- The Hall will be inspected by Village staff after your rental.
- The rental fee will be deducted from your deposit. The remainder, if any, will be returned to you. If your rental exceeds the deposit, you will be invoiced.
- If there ARE clean-up costs and/or damage caused during your rental, those costs would be deducted from your deposit.

VILLAGE CONTACT INFORMATION:

Phone: 920-854-5501

Email: office@ephraim.wi.gov

Mailing address: PO BOX 138, Ephraim, WI 54211.