



102 W Main St. - PO Box 168 - Dane, WI 53529-0168
(608) 849-5422 • info@villageofdane.org • www.villageofdane.org

Community Center or Bert Deans Park Rental Agreement

I am requesting to reserve

Community Center

Bert Deans Park

Please circle your requested site:

Name of Applicant _____

Address _____

Telephone Number _____

Email Address _____

Date and Time of Event _____

Expected Number of Attendees _____

Description of Event _____

Do you plan to serve Beer or Alcohol at this event- **please circle one** Yes No

No Weapons of any kind are permitted in the Community Center, Fire Station, or any Village Park

The preceding information is correct to the best of my knowledge. I agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. I acknowledge overall supervision of and responsibility for this event. By offering this service, the Village of Dane does not accept any responsibilities, express or implied for any damage arising out of the use of this service, and I acknowledge that the Village of Dane has no responsibilities, express or implied for any damage arising out of, or connected in any way with the Lessee's use of the facilities. Village of Dane retains the right to revoke this agreement any time prior to or during the scheduled events for any misinterpretation or changes in circumstances pertaining to this event. A copy of my driver's license is attached as required. **Deposit of \$500.00 must be paid at the time your date is reserved. COVID-19 Protocols will be followed as instituted by the Dane County or Madison Public Health at the time of my event.**

I agree to the policies and procedures set forth by the Village of Dane for this agreement.

Signature (Must be at least 18 years or older)

Date

Reservation Confirmation – Office Use Only

Deposit Fee \$500.00 Paid when date is reserved Rental Fee HALL \$150.00 Rental Fee PARK \$150.00 Paid when keys are picked up	Payment Confirmation: <input type="checkbox"/> Check # <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	Received and Approved by: Date:
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Rental Information for Village of Dane Community Center
and Bert Deans Park

A DEPOSIT of \$500.00 for each contract approved for use of the Community Center or Bert Deans Park must be paid by cash, check or credit card at time the reservation is made. The deposit holds your reserved date. It will also be used to pay for any cleaning that would be done by the village staff after your event or if there is damage done to any of the fixtures or building

Dates may be reserved up to 1 year in advance.

Fee for use of the Community Center is \$150.00 for the entire building. Only one reservation per day is taken. The Dane Community Center has two rooms, the large room seats approximately 120 people and the small room seats approximately 35 people. The kitchen can be used as needed, however, everything must be washed and returned to its proper place. There is a refrigerator with a freezer and a large cooler available for use. You must take all food and ice with you when you leave. Do not leave any items behind. No chairs or tables are to be taken outside or removed from the premise. Garbage is to be bagged up and left in the kitchen. The Public Works Department will remove the trash. Dish soap, hand soap, paper towels, and some dish towels and dish cloths are available in the kitchen. Dish clothes and towels, if used, are to be taken home, laundered, and returned to Village Hall as soon as possible

WEDDINGS

Use of the Community Center or Bert Deans Park for Weddings

The rental fee for the Community Center or the park for a wedding event is \$150.00 for the day of the event. Day(s) needed to set up or clean will be an additional charge.

Music Permit \$100.00 (separate application and the board needs to issue this permit for amplified music to be played after 10 PM in the park)

Contract Information:

Office Contact Number: 608-849-5422

After Hours/On Call Contact Number is Posted in Kitchen on Refrigerator

Rules and Renter Responsibilities (PLEASE READ CAREFULLY)

- Renters are responsible for the actions of their guests.
- Adult supervision is always required when juveniles are present.
- Renters are responsible for damage resulting from their event.
- Renters are responsible for setup and tear down of chairs, tables, etc.
- Renters are responsible for clean up after their event. If cleanup is not to village standards, user will be charged. After your event, your cleaning/damage deposit will be refunded if inspections show that there has been no physical damage to the property and that it has been cleaned according to the attached cleaning checklist. If the Renter does not comply with the terms, the Village expense for cleaning and repairs will be charged to the Renter and withheld from the cleaning/damage deposit and charged against your Credit Card.
- A credit card or check is required for deposits for family and individual reservations.
- The deposit fee is required to hold the reserved placed on the Hall Reservation Calendar.

- The individual who places their name on the reservation is required to be the individual providing the payment and picking up the key at the appointed time.
- Alcoholic beverages may be served.
- A **\$55.00** charge will be made for any check returned to the Village for non-sufficient funds.
- Start and Stop times for use of Village Hall are 6 am to midnight.
- Renter assumes all risk of injury or damage arising from or related to use of the hall. Renter agrees to indemnify, defend, and hold the Village and its officers, and employees harmless from and against all damages, losses, claims, awards, and/or fines (including reasonable attorney fees) because of any injury or damage or alleged injury or damage to person, life or property, or injury or alleged injury resulting in the death of any person or persons arising out of or relating to the use of the room(s) by Renter or invitees, or guests.
- The Village Clerks Office is locked at 4:30 PM Monday thru Friday, and all weekend, so please plan to obtain a key prior to your rental date. The key must be returned, along with the cleaning check list the first business day after the event. By signing the Rental Agreement, Renter agrees to comply with all the terms and conditions of this Rental Agreement, and expressly agrees that the Village may charge expenses for all the cleaning and repairs related to and arising from rental of the hall against the credit card used for the cleaning/damage deposit.

REMINDERS:

- Do not plug too many items into outlets i.e. - slow cookers, coffee pots, etc.
- Hot water in the kitchen comes from the front of building...it may need to run a bit beforehand.
- Garbage disposal is for small items only!
- Use only painters' tape when hanging decorations and be sure to remove all items and tape.
- Bathrooms have some toilet paper provided...you may need to bring more if a larger event.
- TV/VCR (property of Fire Personnel – **Not for public use** unless supervised by Fire Personnel)
- No entrance to the Fire Barn – Trucks need to be ready for fire emergencies.
- Please refrain from using the front door as an access to the building.
- No parking allowed in front of the Fire Department Doors.

Check In/Check Out List

Name of Applicant _____ Date _____

Key and Cleaning List Pickup:

Signature (must be at least 18 years or older) Date _____

Cleanup:		Check in	Check out
Furnishings:	Returned to original location, cleaned of spills?	<input type="checkbox"/>	<input type="checkbox"/>
Walls:	Free of new scuff marks, tape, and new damage to paint?	<input type="checkbox"/>	<input type="checkbox"/>
Hall:	Floors – vacuumed?	<input type="checkbox"/>	<input type="checkbox"/>
	Debris cleaned up.	<input type="checkbox"/>	<input type="checkbox"/>
	Trash bags tied in cans?	<input type="checkbox"/>	<input type="checkbox"/>
	Lights out/thermostat reset?	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen:	Floor, counters, cabinets cleaned?	<input type="checkbox"/>	<input type="checkbox"/>
	Appliances cleaned inside and out?	<input type="checkbox"/>	<input type="checkbox"/>
	Plates, cups, silverware, etc. washed and put away?	<input type="checkbox"/>	<input type="checkbox"/>
	Dish towels cleaned and returned?	<input type="checkbox"/>	<input type="checkbox"/>

*User: Please return key, checklist, and accompany staff member to check cleanup on the **first business** day after event (unless other arrangements have been made)*

Village Hall Rental
Cleanup Checklist

Kitchen:

- ☐ Wipe down counters and cabinets
- ☐ Wipe down sink
- ☐ Wipe down microwave
- ☐ Wipe down stove top and clean out refrigerator
- ☐ Sweep floor
- ☐ Leave garbage in trash cans with the bags tied
- ☐ Plates, cups, silverware, etc. washed and put away

Hall:

- ☐ Sweep floors and vacuum
- ☐ Remove any black marks on floor and walls
- ☐ Clean any spills on floor
- ☐ Wash tabletops
- ☐ Take down tables and chairs and stack in large room (no chair stacks higher than 9)
- ☐ Restrooms are cleaned up and in good condition
- ☐ Turn off lights
- ☐ Reset Air/Heat after function (Air reset to 74-76 degrees and heat 60-62 degrees)

Cleaning supplies are located under kitchen sink

Supplies include	garbage bags
	Dish soap
	Hand soap
	toilet paper
	push broom
	vacuum
	paper towel
	dry mop