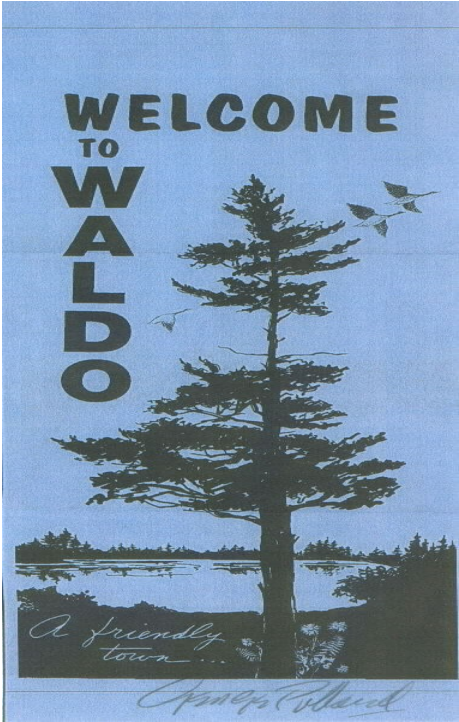


**Rules**

- Applications are available from the Village Clerk. They must be approved by the Village Board at their regular meeting preceding the event. Rent and security deposit must be paid to Village Clerk prior to the date of the event. Ten days will be necessary to process checks.
- At the Village Memorial Hall and Village Hall, doors must be closed at 10:00 p.m. and your event needs to stay inside.
- Music must be at a reasonable level. All rentals are in residential areas and surrounding neighbors must be considered.
- Chairs and tables must be stacked and placed on stage at Memorial Hall or in rack at Village Hall.
- Care must be taken so that the floors are not damaged by sharp objects. If damage occurs, the renter will be responsible for the repairs.
- Confetti made of Mylar or any other plastic **cannot** be used.
- Floors must be swept and scrubbed clean if necessary
- The premises must be vacated by midnight, except for the Village Park which closes at 10:00 p.m.
- All garbage must be bagged and put in the available dumpsters. At the Village Hall garbage should be tied up & set next to can. Replacement bags will be provided. Aluminum cans and glass bottles must be separated for re-cycling.
- If emergency personnel are dispatched to the rental and charges occur, the party is over and the premises will be vacated.
- Proof of residency with picture ID. Renters must be 18 years of age.
- Deposits will be refunded after premises have been checked for cleanliness and damage and are okay.

**Village of Waldo**  
**Facility Rentals**



**For information or application,  
 Contact  
 Village Clerk  
 810 Second Street  
 Waldo, WI 53093  
 920-528-8121**

Village of Waldo

P.O. Box 202  
 810 Second Street  
 Waldo, WI 53093

Telephone: 920-528-8121  
 Fax: 920-528-8121  
 E:mail: waldo-clerk@excel.net

Print application & return with payment.

**APPLICATION TO RENT WALDO FACILITIES**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TELE NO. \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

PROOF OF RESIDENCE & AGE VERIFIED BY: (picture id) \_\_\_\_\_

WE WISH TO RENT (VILLAGE HALL) (MEMORIAL HALL) (VILLAGE PARK) circle one ON \_\_\_\_\_ (date) FOR \_\_\_\_\_.  
 I hereby certify that the above information is correct. I further certify that I have received a copy of rules for renting the facilities and understand and agree to all rules and conditions described therein. Any misrepresentations made in the above application may result in forfeiture of security deposit.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

INSPECTED ON \_\_\_\_\_ AS OKAY \_\_\_\_\_ NOT OKAY \_\_\_\_\_ WHY: \_\_\_\_\_

RENTER NOTIFIED ON: \_\_\_\_\_ ABOUT THE PROBLEMS. DEPOSIT RETURNED ON \_\_\_\_\_

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**Waldo Memorial Hall  
308 West First Street**

The Waldo Memorial Hall is the largest rental facility in the Village. The first floor has a large "gym-type" area with a raised stage at one end and a restroom. This level is handicapped accessible. Capacity: 275. 179 chairs, 18-8ft. tables, large cooler, 3 banquet tables on site. The lower level has a kitchen, a large dining area and two restrooms. This level is not handicapped accessible. Capacity 124. 10 square tables, 52 chairs, 3 refrigerators, 2 ovens/stoves, several larger serving tables. Large blacktopped parking is adjacent. Rental includes lower/upper. However, basement metal chairs may not go upstairs.

**Waldo Village Hall  
810 Second Street**

The Village Hall has a kitchen and meeting area. There are two bathrooms available. This facility is handicapped accessible. Parking is available on the street. Capacity: 114. Full kitchen, 10-8 ft tables, 83 folding chairs, banquet table available.

The Village Hall is adjacent to the Waldo Volunteer Fire Department. Village offices are located in this facility.

**Waldo Village Park  
East First Street  
(east of Hwy. 57 on Co. Rd. V)**

The following are available for your use at the Village Park:

- Shelter with picnic tables, serving area, and indoor grill.
- Restrooms
- Tennis court
- Volleyball/badminton net
- Baseball diamond with bleachers
- Playground area

The Village park is available for general public use when not rented. The Village park is closed at 10:00 p.m.

**Fees**

Memorial Hall: \$100 per day resident  
\$150 per day non-resident  
Security Deposit:  
\$150 for resident  
\$500 for non-residents

Village Hall: \$40 per day resident  
\$65 per day non-resident  
Security Deposit for non-Resident is \$150

Village Park: \$40 per day resident  
\$65 per day non-resident  
Security Deposit for non-Resident is \$150

**Special consideration may be given for non profit organizations.**

**CONTACT:** [waldo-clerk@excel.net](mailto:waldo-clerk@excel.net) 920-528-8121

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