

# Village of Waldo

## Facility Rentals



For information or application,  
 Contact Village Clerk  
 P.O. Box 202  
 810 West Second Street  
 Waldo, WI 53093  
 920-528-8121

### Rules

- Applications are available from the Village Clerk. A background check is required before approval. 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. Surrounding neighbors must be considered.
- Chairs and tables must be cleaned & 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. (Metal tables/chairs from Mem. Hall basement cannot be used upstairs.)
- Confetti made of Mylar or any other plastic **cannot** be used.
- Balloons must be **securely** anchored at Mem. Hall. (Free floating balloons get caught in ceiling fans.)
- 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 Mem. Hall garbage must be bagged and put in the available dumpsters. At the Village Hall garbage should be tied up and set next to can. 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

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

Telephone: 920-528-8121  
 E.mail: clerk@villageofwaldo.com

Please detach 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: \_\_\_\_\_ PAID: \_\_\_\_\_

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

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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. 160 chairs, 12-8 ft. 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 metal tables, 50 metal chairs, 3 refrigerators, 2 ranges, several larger serving tables. Large blacktopped parking is adjacent. Rental includes lower/upper. However, basement metal tables /chairs may not go upstairs. (Their metal will scratch the wood flooring.)

## Waldo Village Hall

810 West 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, 10-8ft. Tables, 70 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

375 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, water spigot
- 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:**

\$120 per day resident  
\$400 per day non-resident  
\$50 set up/take down -access  
on each additional day

### **Security Deposit:**

\$100 for resident  
\$500 for non-residents

**Village Hall:** \$120 per day resident  
\$200 per day non-resident  
**Security Deposit** for non-resident is \$150

**Village Park:** \$100 per day resident  
\$135 per day non-resident  
**Security Deposit** for non-resident is \$150

**\*\*Village employees rent at resident rates.**

**These facilities belong to the tax payers of the Village of Waldo. We ask you respect them as extensions of our homes. Please enjoy our hospitality with this in mind. Thank you, and have fun!**

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