

Village of Waldo

810 W 2nd Street, PO Box 202, Waldo, WI 53093
Phone: (920) 528-8121 Website: www.villageofwaldo.com

APPLICATION FOR RENTAL VILLAGE PARK, MEMORIAL HALL, OR VILLAGE HALL PROPERTY

1. ☐ Village Park ☐ Memorial Hall ☐ Village Hall

Date of Event: _____

Name of Group or Individual: _____

Type of Event to be held: _____

Date of Application: _____

Printed Name of Responsible Person: _____

Signature of Responsible Person: _____

Address: _____

Phone number (including area code): _____

Email address: _____

FEES/CHARGES
Village Park:
Village Resident: \$100.00 rental fee/\$100.00 security deposit
Non-Resident: \$135.00 rental fee/ \$150.00 security deposit
Memorial Hall:
Village Resident: \$120.00 rental fee/\$100.00 security deposit
Non-Resident: \$400.00 rental fee/\$500.00 security deposit
Village Hall:
Village Resident: \$120.00 rental fee/\$100.00 security deposit
Non-Resident: \$200.00 rental fee/\$150.00 security deposit

An extra day for Setting up or Tearing down is \$50.00 with prior approval from the Village of Waldo.

Payments accepted:
Check (made out to the Village of Waldo) or Credit Card payment at (www.allpaid.com)

FOR OFFICE USE ONLY

Date submitted to Clerk: _____ Payment Received: _____

Building/grounds inspected on: _____ By: _____

Condition of building/grounds after event: Satisfactory: _____ Unsatisfactory: _____

If unsatisfactory, specify reasons: _____

Total of additional charges for reasons stated above: _____

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2. Reservations and Cancellations:

All applications will be processed on a first-come, first-served basis. All fees must be paid with the submittal of the rental application, and the rental reservation will not be confirmed until the Village has received all fees.

- Cancellations (for any reason) after confirmation must be made at least seven (7) days prior to the scheduled event or the entire rental fee shall be forfeited. Any cancellation with less than thirty (30) days' notice shall require a forfeiture of one-half (1/2) of the rental fee.

3. Decorating:

Confetti made of Mylar, or any other plastic cannot be used. Balloons must be securely anchored at Memorial Hall (Free floating balloons get caught in the ceiling fans). No decorations or other items may be affixed to any permanent part of the facility or grounds using nails, hooks, or other types of permanent fasteners. Blue painter's tape may be used. All decorations and tape remnants must be removed from the premises immediately following the event.

4. The renter agrees to clean the Village Park, Memorial Hall, or Village Hall property, and surrounding area after each day of use at their own expense.

- Floors must be swept and if necessary scrubbed, counters wiped, and garbage removed.
- Chairs and tables must be cleaned, stacked, and placed on the stage at Memorial Hall or in the rack at the Village Hall.
- All Memorial Hall garbage must be bagged and put in the back against the building. Village Hall garbage should be placed in the outside garbage can. Village Park garbage should be bagged and placed in the garbage can.

5. The Village will not furnish supplies, i.e., disposable cups and cans for discarded smoking materials.

Garbage cans will have one bag in the can. Renter will be responsible for extra garbage bags. Bathrooms will have one roll of toilet paper plus one spare roll and the paper towel dispenser will be filled. If more paper or paper towels are required, they are to be supplied by the renter.

6. Music must be kept at a reasonable level. All rentals are in residential areas. Surrounding neighbors must be considered. Memorial Hall and Village Hall events must be indoors by 10:00 p.m., with the doors closed, and the premise vacated by midnight. Village Park must be vacated by 10:00 p.m.

7. The renter will be responsible for any damages to the Village Park, Memorial Hall or Village Hall property facilities during rental period and will reimburse the Village of Waldo for the same upon demand.

- Deposits will be returned after premises have been checked for cleanliness and damages.

8. The renter agrees that they will at all times protect, indemnify and hold harmless the Village of Waldo, its agents and employees against and from any and all claims, actions, damages, liabilities, and expense arising out of or from any accidents or other occurrences on or about the rented Village Park, Memorial Park, or Village Hall property causing injury to any person or persons or property, whomsoever or whatsoever, and due directly or indirectly to negligent use of the rented Village Park, Memorial Hall, or Village Hall property or any part thereof, or any act or omission, by the renter or renter's employees, agents or invitees.

I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL PROVISIONS AS OUTLINED IN THE RENTAL AGREEMENT AND BY COMPLETING THE APPLICATION FORM FOR THE RENTAL OF THE VILLAGE OF WALDO PARK, MEMORIAL HALL, OR VILLAGE HALL SO SPECIFY.

Signature of Responsible Person _____

Date: _____

(Must be signed by the same person that signs the Application for rental).

<u>WALDO VILLAGE PARK</u> 375 E First St	<u>WALDO MEMORIAL HALL</u> 308 W First St	<u>WALDO VILLAGE HALL</u> 810 W Second St
*Shelter with picnic tables, serving area, indoor grill, and water faucet *Restrooms *Tennis court *Volleyball/badminton net *Baseball diamond with bleachers *Playground area	<u>Main level:</u> *Gym w/ stage *Unisex Bathroom *Handicap Accessible *275 Capacity *70 chairs, 12-8ft. tables *Large cooler <u>Lower Level:</u> *Kitchen *Large Dining Area *2 Bathrooms *Not Handicap Accessible *124 Capacity *2 Refrigerators *2 Ranges *Large Serving tables ** (chairs and tables from basement cannot go upstairs, their metal will scratch the wood flooring)**	*Full Kitchen *2 Bathrooms *100 Capacity *60 Chairs, 10-8 ft. tables *Banquet table