



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

Village Hall/Park Rental Agreement

Name of Applicant _____

Address _____

Telephone Number _____

Email Address _____

Date and Time of Event _____

Expected Number of Attendees _____

Description of Event _____

Alcohol served at event Yes No

No Weapons of any kind are permitted.

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 implies 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.

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 \$_____	Payment	Confirmed and Approved by:
Rental Fee \$_____	<input type="checkbox"/> Check #	
	<input type="checkbox"/> Cash	
	<input type="checkbox"/> Credit Card	

Rental Information for Dane Community Center
and Village Parks
updated March 2020

DANE COMMUNITY CENTER
102 W MAIN STREET
Dane, WI 53529

Rental Fee \$150
All Users Required Deposit: \$500.
Use of Village Hall/Park for Weddings \$250
Music Permit \$10 (separate application and the
board needs to issue this permit for amplified
music to be played after 10 PM in the park)

Dane Village Hall has two rooms and a kitchen
Large room seat approximately 200 people
Small room seat approximately 50 people

DEPOSIT due (within 48 hours) of \$500 to hold your reserved date and to pay for possible
cleaning/damage. Dates may be reserved up to 1 year in advance.

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 is required for deposits for family and individual reservations. If a credit card cannot be provided, then the room deposit doubles.
- The renters fee is required to be placed on the reservation calendar.
- The individual who places their name on the reservation is required to be the individual providing the payment and key pick up.
- Alcoholic beverages may be served.
- A \$45 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 10AM 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:

- Don't plug too many items into outlets i.e. nescos, slow cookers, 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 decoration.
- 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.

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 409 cleaner Toilet paper push broom vacuum
Paper towel dry mop