



# Town of Bell

## Community Center - Rental Agreement

~ This agreement must be completed and submitted along with full payment to ensure reservation ~

Name / Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Function: \_\_\_\_\_ Date(s): \_\_\_\_\_

### FEE SCHEDULE - \*:

#### **Daily Weekday Rates - Monday-Thursday**

Private ----- \$75  
No food service (Catering Area)

Private ----- \$175  
(Use of food service facilities)

TOB Not for Profit Organizations or  
Fundraising events ----- \$50

All others determined  
by Town Board ----- \$ \_\_\_\_\_

#### **Daily Weekend Rates - Friday - Sunday & Holidays**

Private ----- \$150  
No food service (Catering Area)

Private ----- \$250  
(Use of food service facilities)

TOB Not for Profit Organizations or  
Fundraising events ----- \$50

All others determined  
by Town Board ----- \$ \_\_\_\_\_

**\* - Public meetings/events are not subject to fees.**

### CLEANING/DAMAGE/RESERVATION DEPOSIT

In addition to the rental rate, a deposit made payable to the Town of Bell for \$200.00 must be received to ensure reservation.

The deposit may be used for the following: to hold your reservation, cover damages and cleaning as specified in the contract, and to cover expenses of un-returned keys. If the above described deposit does not cover the total expenses incurred by your party, you are responsible for paying the additional amount as billed by the Town of Bell. Finally, if no expenses have been assessed to you, your deposit will be returned in full. Deposits will be returned within 30 days following the date the key(s) have been returned.

### FORFEITED DEPOSIT

Your deposit will automatically be forfeited if the total rental fee has not been received by the Town within the time frame allowed.

### RENTAL FEE

The total rental fee must be paid in full thirty (30) days prior to your rental. If your reservation is less than 30 days from the date of rental, the deposit and rental fee are due at the time the reservation is made.

### RENTAL PERIOD

The rental period begins at 12:00 noon of rental day until 9:00 a.m. the next morning. Periods in excess will result in renter being charged for an additional day. If additional rental time is needed, the Building Manager can make arrangements and provide information about rates and options at the time the reservation is made. If found using the Town Hall without making prior arrangements with the Town, you will be charged \$100.00 per hour for the usage.

**CANCELLATION POLICY**

In the event of a cancellation you will receive a full refund of your deposit, and rental fee (if paid) if the Town is notified 30 days prior to the actual rental. After this time no refund of deposit or rental fees will be given. Requests for refunds within 30 days of the rental agreement will be determined by the Town Board. You must submit in writing your request for a refund with appropriate explanations.

**RETURNED CHECKS / COLLECTION FEES**

An additional \$25.00 will be charged for any returned check. You may be held responsible for any additional legal costs the Town may incur in the collection of fees associated with this rental agreement.

**DECORATIONS**

Decorations may be used providing there is NO DAMAGE to walls, ceilings, woodwork. Thumb tacks, nails and items that create holes are NOT allowed. Tape, if used, must not damage paint or wood finishes and be completely removed following the event. Candles are not allowed unless placed in an enclosed candle holder. These guidelines apply to the interior and exterior of the building.

**PARKING**

Parking is to be on the paved surface to the front and side of the building. There is overflow parking behind the building but we ask that there be no parking on the grassy areas.

**GARBAGE DISPOSAL**

All garbage must be bagged and placed by the back door in catering area, the Town will be responsible for hauling the garbage.

**EQUIPMENT & FURNISHINGS**

No equipment is allowed to leave the building for any reason. This includes tables, chairs, cleaning tools and products, and food service items.

**KEYS**

Arrangements to pick up keys may be made with the Building Manager (715) 774-3780. Keys must be returned prior to any applicable deposit being refunded. Keys are to be returned within 3 days following the rental date. If you fail to return all keys you will be charged an additional \$200.00 so we may re-key all locks and acquire new keys.

**CLEANING DUTIES**

Clean-up must be done as specified by 9:00 a.m. the next day or the cleaning deposit is forfeited. Cleaning supplies and equipment are provided. Tables and chairs must be returned to their original locations. The interior floors must be swept and mopped clean. Bathrooms are to be scrubbed clean, mopped and trash removed. All decorations and garbage must be picked-up inside and outside the Community Center. All garbage must be bagged and placed by the back door in catering area. The Town will be responsible for hauling the garbage.

If the catering area and/or food service are used, the following apply: All appliances/utensils are to be cleaned and returned to original locations. All counters cleaned. The floor is to be swept and mopped.

Determination of adequate clean-up and acceptance of the final clean-up is at the discretion of the Building Manager.

**DISPUTES**

Any disputes arising from this agreement will be resolved by application to the Town Board.

**EMERGENCIES & CONTACTS**

In case of an emergency, call 9-1-1. Any questions regarding this agreement are directed to:

1. 9-1-1 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_

**ACCEPTANCE OF AGREEMENT**

My signature signifies that I have read this agreement and will fulfill its provisions:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_