



Town of Pleasant Valley Community Center Usage Information
Effective January 1, 2018

The Town of Pleasant Valley Community Center is available for various kinds of rentals.
 The rental rates are as follows:

| <u>RENTAL TYPE</u> | <u>NON-RESIDENT RATE</u> | <u>RESIDENT RATE</u> |
|---|--|---|
| All Day Rental (6am – midnight) | \$550 + \$150 security deposit | \$350 + \$150 security deposit |
| Entire Weekend (Friday evening– Sunday evening) | \$900 + \$200 security deposit | \$550 + \$200 security deposit |
| Hourly Rental | \$50 per hour + \$100 security deposit (4 hour minimum rental) | \$25 per hour + \$50 security deposit (4 hour minimum rental) |
| Civic Groups (Pleasant Valley 4H, Pleasant Valley Clovers 4H, Cleghorn Lions Club, Pack 131 Cub Scouts, Cleghorn Snow Drifters) | Hourly or All day rates | Free to listed groups. New groups seeking resident status must be approved by Town Board. |
| Business meetings/training (Mon – Fri between 8am – 4pm) (Non-taxable) | \$100 over 4 hours + \$50 security deposit \$50 under 4 hours + \$50 security deposit | \$100 over 4 hours + \$50 security deposit \$50 under 4 hours + \$50 security deposit |
| Fundraisers –Non-profit organizations with CES# | 50% discount on hourly or all day rates | Not-applicable |

Security Deposit

Security deposit is due at the time of reservation.

- Residents may not rent facilities for non-residents.
- Reservation is not confirmed until security deposit is received.
- Please pay security deposit with separate check. The check will not be cashed unless funds are required by the Town for cancellation, damages, cleaning or theft.
- One-half of security deposit will be returned if cancelled 7 to 21 days prior to event.
- Security deposit will not be returned if cancelled less than 7 days before event.

Security deposit will be returned in full within two (2) weeks after event if:

- No damages, cleaning fees or theft charges are required. Any damages, cleaning or theft exceeding the deposit will be billed to the renter.

Rental Fees

All rental fees must be paid in full one week (7 days) before the event. Access code will not be issued without payment. All checks payable to: Town of Pleasant Valley and sent to: S10414 Cty Rd HHI, Eleva, WI 54738 or placed in drop box outside the main entrance of the Town Hall.

General Rental Rules and Regulations

1. Maximum capacity of the Community Center is 225. Maximum seating is 175.
2. Access codes will be issued not sooner than 72 hours prior to your event from the Town Clerk. All rental fees must be paid before building access is granted.
(715-878-4645 or townofpleasantvalley@gmail.com)
3. Kitchen facilities are available for storing, warming and serving food and beverages. Caterers can serve food, but are not to utilize the kitchen for food preparation.
4. If the community center is available, all-day renters can access the building the evening before the event to decorate.
5. After your event, the facilities must be returned to their general appearance at the time of rental. This includes the kitchen, community room and bathrooms. (Saturday evening renters have until Sunday at 11am to clean the facilities if the facility is not rented to another group on Sunday) There will be a charge of \$50 per hour if additional cleaning is required by the Town.
6. The Community Center is not to be used for any other purpose than what is stated in the contract.
7. The Town of Pleasant Valley is not responsible for any items left on the premises at the conclusion of the rental.
8. Do not sit on tables. Tables will be inspected for damage after each event.
9. Smoking is prohibited inside the Community Center and within 30 feet of the building.
10. The selling of any alcohol on Town property is strictly prohibited. The Cleghorn Lions Club holds the exclusive liquor license to sell on Town property. If your event desires to include the sale of alcohol, a mutual agreement must be made with the Cleghorn Lions Club.
11. No overnight parking of campers or tenting.
12. All Community Center property must stay inside the building at all times.
13. Community Center must be vacated by 1am.
14. Pets are not allowed in the Community Center. Service animals are welcome.
15. Signs are not to be staked into the grass outside the facility. Sprinkler lines are easily damaged.

Cleaning Requirements – Please leave the facility as you found it. Garbage bags, brooms, mops and buckets are available. Please bring your own dish cloths, towels and other cleaning supplies.

1. Wipe clean and stack all tables and chairs exactly how you found them
2. Wash and put away all dishes and utensils
3. Clean up bathroom sinks, floors and countertops as needed
4. Sweep and mop all floors as needed
5. Bag and tie all garbage and place in provided containers (this includes bathroom garbage)
6. Turn off all lights and appliances.
7. Lock all doors.
8. Remove all decorations, food, beverages and personal items from the premises.

Decorations

The walls and ceilings are not to be disturbed by anything. Absolutely no tape, tacks, hooks or command strips are to be used on the walls or ceilings. You will be charged for damages.

Building Access

Due to high usage of the facilities:

- You may not access the building prior to your rental time. This includes storing items in the kitchen or refrigerator.
- You must vacate premises by the end of your contracted time.

Town of Pleasant Valley Community Center Rental Agreement

User Name/Responsible Party _____

User Address _____

City _____ State _____ Zip Code _____

Phone Number (Home) _____ (Mobile) _____

Date of Event _____ Kind of Event _____

Requested access times: _____(am/pm) to _____(am/pm) Total Hours: _____

Approx. number of attendees _____ Are you a Town of Pleasant Valley Resident? _____

CES#(non-profit) _____ Email address _____

*****PLEASE READ THE FOLLOWING PROVISIONS AND CONDITIONS OF USE FOR THE TOWN OF PLEASANT VALLEY COMMUNITY CENTER*****

1. The user/responsible party listed above agree to abide by and enforce all specified guidelines and regulations as outlined in this three (3) page document.
2. Damages to premises, equipment or properties of the Town of Pleasant Valley caused by the user/responsible party or their guests, whether intentionally or through negligence or accident will be paid for by the user/responsible party.
3. If due to the nature of the event security is necessary, the cost of the required security will be the responsibility of the user/responsible party.
4. Full payment of the security deposit is required when the Community Center Rental Agreement is submitted. This check will not be cashed unless use of part or all of the money is required. If not cashed, it will be returned to you after inspection of the Community Center.
5. Full payment of the rental is due seven (7) days prior to event.
6. Cancellation of the event must be received in writing by the user/responsible party. Any cancellation between seven (7) days and twenty-one (21) days prior to the event will forfeit one half (1/2) of the security deposit. Any cancellation less than seven (7) days prior to event will forfeit the entire security deposit.
7. All payments made by check or money order payable to: Town of Pleasant Valley.
8. User/responsible party agrees to comply with all laws and ordinances.

I have read, understand and agree to the terms and conditions of rental of the Town of Pleasant Valley Community Center. I hereby agree to be liable for all damage to the said premise and for all property and personal injury liability to any and all third person arising out of the use of the premises under said agreement. I further agree to indemnify and hold harmless the Town of Pleasant Valley and its agents and employees for any liability arising out of the use of said premises under this permit.

Signature of User/Responsible Party

Date