Town of Breed Community Center Reservation Form

11155 State Hwy 32, Suring, WI 54174

- **Please call the Supervisor to check date availability at (920) 590-3333 before remitting form.**

Person Renting Facility: _____

Address:_____

Phone Number: _____

Rental Date: _____

Type of Event: _____

Read the rental policies and procedures below, then sign and date.

I agree to accept responsibility for any damage or excessive clean-up expenses that may be incurred as a result of the use of the above facility by me or those I represent. I have received a copy of the Town of Breed Rental Policies. I release the Town of Breed and its employees for any injuries or damages associated with the rental.

I have read this form and agree with the rules and regulations stated:

_____ _____

Signature of person renting the facility Date

Office Use Only

Rental Fee: _____ Deposit Amount Paid: _____

Check #: _____ Deposit Returned ( ) Yes ( ) No

Deposit Amount Returned: _____

Make two checks payable to**: "Town of Breed"** One check for the rental fee; one for the security deposit.

Rental Fee: $125.00

Funeral Rental Fee: $25.00

Security Deposit: $100.00

Payment/Cancellation: Payments are made in full when making reservations, including deposit. Reservations cannot be held until payment is received. Reservations are made on a first come, first served basis for the upcoming year. Deposits are non-refundable, but reasonable exceptions will be taken into consideration.

Security Deposits: A security deposit will be charged to all groups using the facility for equipment, damage, and/or clean-up costs. It will be returned only after the facility is inspected by Town Staff and found to be in the same condition before rental. Renter will be notified of any issues that would cause deductions or a forfeiture of the security deposit. If no issues are found, it is the renter's choice if their deposit check is either returned to them or destroyed.

If any serious issues occur while renting the hall, please contact Town Staff immediately at: (**920) 590-3333**

Keys: The Town Supervisor will inform you when the keys may be picked up. They may be picked up at: **13055 Wendt Rd**
Suring, WI 54174

Keys must be returned promptly at the end of your event.

Thank you!

Town of Breed Hall Rental Policies and Procedures

Liability: The town does not assume any liability on groups or individuals attending the functions at the facility.

- Approval must be granted by the Town Board for public events.
- It is recommended the renter obtain event liability coverage insurance for their function.
- It is required that a designated/licensed bartender be used for events or functions where any person age 21 or over is consuming alcoholic beverages on the rented premises.

Town Hall Information: The hall capacity is 120 people. It has a kitchenette, including a refrigerator, microwave, large commercial cooler, and 3 coffee pots. Kitchen utensils are limited, please supply your own cooking utensils and serving dishes. There are 18 eight-foot tables, 18 five-foot tables, and 120 chairs. Behind the hall is a shelter with 2 picnic tables, a gym set and room to set up your own equipment for outside activities.

Organizations: Charitable, Civic, and Service Groups are welcome to use the Town all for club functions at no charge. A facility reservation form must be completed to detail with the days and times of the use for the year. A $100 deposit check is still required to be on file. Terms of rental and clean-up requirements are to be followed. Paid rentals, governmental meetings and special functions of the Town take priority use of the building.

Facility Rules

- Vandalism, abusive or disorderly conduct is not tolerated. Violation will cause dismissal and closing of the facility.
- Do not sit/stand on tables or stand on chairs.
- No intoxicating liquor or fermented malt beverages shall be consumed on the rental premises by any person who has not attained the age of 21. You may not sell alcoholic beverages.
- No smoking/vaping allowed in the hall.
- No open flames, grills, fryers, candles, etc. on Town Hall property.
- Security cameras are inside and outside the building.
- It shall be the responsibility of the renter to obtain any necessary permits or licenses required by law.
- No animals or pets allowed inside the building.

- Any damage to the facility shall be the responsibility of the person named on the reservation form.
- Please keep doors closed. May be propped open when bringing in or taking out supplies.

Set Up and Clean Up

- The renter is required to set up and take down all tables, chairs, and personal equipment.
- Hall cleaning equipment can be found in the furnace room and kitchen.
- No nails, staples, tacks, or command strips are to be used on the walls or tables for decoration. Absolutely no hanging decorations from the ceiling. Masking tape is permitted as long as it is completely removed. No scotch or duct tape is to be used.
- Clean the facility after use:
    1. Sweep and mop the floors.
    2. Wipe all tables, chairs, counters, refrigerator, and sinks down with the cleaning spray.
    3. Tables need to be cleaned and dried before stacking.
    4. Chairs and tables should be stored on the south wall by the sign.
    5. Be sure the toilets are flushed, women's personal care garbages are emptied and any used paper picked up, wipe mirrors, windows, and sinks.
    6. Remove all food items and other personal belongings.
    7. Dispose of garbage in your own bags.
    8. Pick any garbage/debris outside in the parking lot, shelter, and the lawn.

Before Leaving

1. Make sure all the doors and windows are closed and locked.
2. Shut off all lights.
3. Unplug the cooler.
4. Make sure the thermostat is turned down to 65 degrees(in the winter) and the air conditioning set to 75 degrees(in the summer).

Your full deposit will only be returned if you leave the hall in satisfactory condition and there is no damage.