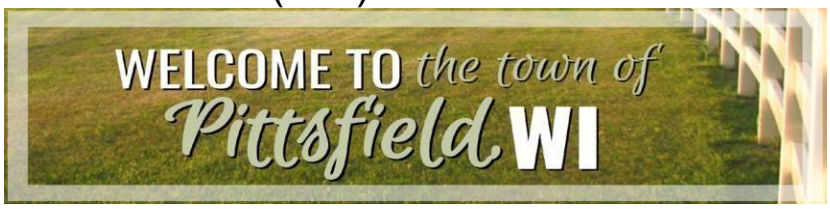
Pittsfield Community Center Rental Contract
4862 Kunesh Road, Green Bay, WI 54313
(920) 676-1517



RESERVATION DATE				
EVENT				
Number of persons attending				
Starting Time:			Ending Time:	

The following areas will be included in the contract at listed costs: (make selections)		X		
*Community Room Only $150			*Community Room with Kitchen $200	
**Kitchen Only $75			**Open Air Shelter $25	
* Includes area for multiple Crock Pots/serving/chairs and tables ** Includes access to outdoor restrooms				
Add $50 for Non-Resident Rental			Add $250 for Organization	
Security Deposit REQUIRED. Deposit is equal to Total of fees. Credit Card Fee: $10 Non Refundable				
Additional Special Arrangements :				
Please included what and who the event is for so we can add the message to the sign out front:				

The Lessee agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods. The Lessee hereby agrees to remit the applicable rental fee and security deposit and be held responsible for any and all damage to persons, property and premises. Lessee shall indemnify and hold harmless the Lessor from any and all damage, loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises, or ways or walks adjacent thereto, by reason of any injury to persons or property caused or alleged to be caused by any act or omission, neglect, or wrongdoing of the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other persons admitted by the Lessee to the premises. The Lessee will, at his, her and/or its own cost and expense, defend and protect the Lessor against any and all such claims or demands, including attorney's fees.

LESSEE (Must be at least 18 years of age) Printed Name: _____

ADDRESS: _____

ORGANIZATION: _____

PHONE:(Primary) _____ /(Secondary) _____

EMAIL: _____

The preceding information is correct to the best of my knowledge. I, the LESSEE, have received and initialed a copy of the PITTSFIELD Community Center Policies and 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. I acknowledge that the Town of PITTSFIELD has no responsibility, express or implied, for any damage or injury arising out of, or connected in any way with my/our use of the Community Center facilities.

SIGNED: _____

DATE : _____
(LESSEE)

TOWN USE:	APPROVED BY:	DATE:

PITTSFIELD COMMUNITY CENTER
RENTAL POLICIES & REGULATIONS

HOURS: The PITTSFIELD Community Center is available for rental between the hours of 7:00 am – 10:30 pm, or later upon request. Premises must be cleaned and vacated by 10:30 pm or the ending time stated on this contract. It is important to allow for set-up and clean-up time when deciding your hours of usage because the rental fee is based on your total time at the Center.
FEES: The rental fee must be paid in full when making your reservation. The kitchen is included only with specific rentals. It is Lessee's responsibility to reserve appropriately. Groups/individuals may use a catering service. A Caterer's Agreement must be completed by the caterer and renter and a copy returned to the Community Center with the signed rental contract and payment. A service charge of $50 will be assessed if Town personnel are called in to correct any problem created by the renter or if the facility is left unsecured.
CANCELLATIONS: If a cancellation is made at least two (2) weeks prior to the scheduled event a full refund will be issued, less a $20 processing fee; no refunds given within two (2) weeks. All fees are non-transferable. Dates are transferable at any time for a $10 charge.
BUILDING ENTRY: The person in charge of the rental will be issued info to the appropriate room(s) being rented. Access to the building is granted at the start time stated on the signed contract.
_____(Initial)
SECURITY DEPOSIT: A security deposit will be charged to all groups renting the facility for, equipment, and damage and/or clean- up costs and will be returned after the facility and/or equipment is inspected by Town staff and is found in good condition. The security deposit will match the rental fee and must be paid in full when picking up the key card and key(s). A separate check/payment must be written for the security deposit.
DECORATING INFORMATION: All decorations must be put up and taken down without damaging walls, woodwork, floors, ceilings, or blinds. **Nails, tape, tacks, staples and screws are prohibited.** White mounting putty is permissible but must be completely removed after use. No open flame devices allowed, which includes candles, hurricane lamps, lanterns, chafers, etc. Dance wax or any other types of dancing compounds are not allowed. The renter must remove decorations immediately following the event.
SET UP, CLEAN UP & DAMAGE POLICY: The renter is required to set up and take down all tables, chairs and personal equipment. Renter is responsible for cleaning the kitchen and all areas utilized, including wiping off tables & chairs, sweeping, taking care of spills, spot mopping floors, and removing all decorations, personal equipment, etc. Caterers will share in the responsibility for the use and cleanup of the premises Renter is responsible for removal from the premises of ALL garbage and recyclables. The facility needs to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses, or damages as well as be subject to loss of rental privileges.
The Town of PITTSFIELD is not responsible for any equipment or other items left at the Community Center at any time.
WI-FI ACCESS: The complex does have a Guest WI-FI Network. Access info will be on public posting boards.
EQUIPMENT: The Community Room is equipped with approximately 110 Chairs and 20 tables, and an 86" monitor with HDMI access. The Kitchen has a, refrigerator, microwave, sink and some utensils for use. Nothing provided is to be removed.
ACCESSIBILITY: Organizers using PITTSFIELD property or facilities agree to comply with the Americans with Disabilities Act and will seek to locate or relocate their activities to more accessible locations upon the reasonable request from a person with disabilities.
SMOKING POLICY: Smoking is prohibited inside and within 100 feet outside the building at all times.
ANIMALS: Dogs and other animals are NOT permitted in the Community Center at any time.
ALCOHOL BEVERAGES: Selling of alcoholic beverages at the PITTSFIELD Community Center premises is prohibited, at any event or activity in the community center, park building, or other structure for which a permit has NOT been issued by the Town Clerk.
SALES: Gatherings for the purpose of advertising, sales, solicitations, or the display of articles for sale permitted by invitation only; not open to the general public.
INSURANCE: Rentals open to the general public must provide a Certificate of Liability Insurance, in the amount of $2 million naming the Town of PITTSFIELD as an additional insured, prior to the scheduled event. ****Contact your Insurance agent for such Insurance coverage.**

If a problem arises during your rental time please call the after-hour's number at 920-676-1517. MAKE SURE TO HAVE YOUR CONTRACT WITH YOU ON THE DAY OF YOUR RENTAL. Call-in staff/police will not allow your party access into the facility without verification of your contract. A service charge of $50 will be assessed if Town personnel are called in to correct any problem

_____By initialing this contract, I agree that I have read and understand the rental policies and regulations.

TO BE COMPLETED BY COMMUNITY CENTER PERSONNEL

Rental Fee $_____ Date Paid _____

Equipment Fee $ _____ Receipt # _____

_____Fee $ _____

Security Deposit $ _____ Date Returned _____

Credit Card Usage Fee $___**ADD**_$**10.00**_____

Total Amount Due $ _____

Card # Issued:_____EXP. DATE_____

Key(s) Issued_____

Date Issued _____

Date Returned _____

Additional Notes: