

# 2011 City of Bayfield Lakeside Pavilion Rental Agreement

P.O. Box 1170, Bayfield, WI 54814

715-779-5712

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CONTACT NAME: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EVENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

CITY/STATE/ ZIP: \_\_\_\_\_

GUEST COUNT: \_\_\_\_\_

## SCHEDULE

### **Weekday Rates - Monday thru Thursday**

Private ----- \$325.00

Private (Over 200) ----- \$425.00

Non-Profit/Tax Exempt ----- \$125.00

Resident (School Dist.)----- \$195.00

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

Private ----- \$725.00

Private (Over 200) ----- \$825.00

Exempt ----- \$200.00

Resident (School Dist.)----- \$500.00

Special (Friday preceding Sat. Rental)----- \$100.00

### **Cleaning/Damage/Reservation Deposit** (in addition to rental rate):

**The deposit of \$250.00 must be received within 10 days of making the reservation.** It may be used to hold your reservation and to cover damages and cleaning as specified in the contract. If the above described deposit does not cover the total expenses caused by your party, you are responsible for paying the total additional amount as billed by the City. In addition, the **deposit will automatically be forfeited if the total rental fee has not been received by the City a minimum of 60 days prior to the rental, and the City will no longer reserve the rental date.** Finally, if no expenses have been assessed to you, your deposit will be returned in full.

### **Cancellation Policy:**

Weekday 90 days prior to event or total deposit will be forfeited.

Weekend 9 months prior to event or total deposit will be forfeited.

**Rental Fee: The total rental fee must be paid in full a minimum of 60 days prior to the rental date.**

### **CLEANING DUTIES:**

Cleanup must be done, as specified by 9:00 a.m. the next day or the cleaning deposit is forfeited.

Tables and chairs must be cleaned and folded and placed back on racks. The interior floor and restrooms must be swept and all decorations and garbage must be picked up inside and outside of the pavilion, the kitchen area must also be swept and the counters and stove cleaned of all debris. Garbage must be bagged and placed by the entry doors; the City will be responsible for hauling garbage. In addition, all food and beverages must be removed from the refrigerator.

### **RENTAL PERIOD:**

The rental period begins at 10:00 a.m. on the 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 desired, the renter should inquire with the City about available options and rates. If found using the Pavilion without making prior arrangements with the City, you will be charged \$100.00 per hour for the usage.

### **SETUP & DECORATING:**

You are responsible for all setup and decorating. No tape on floors. Candles are not allowed unless placed in an enclosed candle holder. You will be charged for large/deep scratches on the wooden floor. Renter is responsible for all removal of decorations.

**EQUIPMENT:**

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

**KEYS:**

A key to the Pavilion must be picked up at the Bayfield City Hall on the weekday of or Friday if your rental is on a weekend. The City Hall office hours are from 8 a.m. to 4 p.m. You must return the key(s) to City Hall promptly once your rental is over. For your convenience, the keys may be dropped in the Drop Box located outside City Hall. All keys must be returned or you will be charged \$225.00 so that we may re-key all locks.

**ALCOHOL**

Users are allowed to bring in alcohol and dispense it as needed. **Absolutely no alcohol can be sold.** For some non-profit/civic groups a Temporary License may be obtained from the City. These Temporary Licenses allow for the sales of beer and wine (no hard liquor). Please call the City if you have any questions regarding alcohol.

**RECYCLING**

The City of Bayfield is an eco-municipality and the use of paper and plastic products are strongly discouraged, unless they are biodegradable or recyclable. We encourage all users to consider renting the dishware currently in the facility or provided by your caterer. For more information on the dishes stored in the Pavilion please call 715-779-3252. All users must use the recycling/refuse containers provided.

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF BAYFIELD OFFICE USE ONLY**

RENTAL DATE(S): \_\_\_\_\_, 2011

RESERVATION MADE ON: \_\_\_\_\_

DEPOSIT/DAMAGE FEE DUE: \_\_\_\_\_ RECEIVED: \_\_\_\_\_ YES \_\_\_ NO

DEPOSIT: \_\_\_\_\_ \$250.00 \_\_\_\_\_ AMOUNT REFUNDED \_\_\_\_\_

RENTAL FEE: \_\_\_\_\_ DATE: \_\_\_\_\_

TOTAL DUE: \_\_\_\_\_ BY: \_\_\_\_\_

**My signature signifies that renter has paid required fees:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_