

# TOWN OF SEYMOUR

6500 TOWER DRIVE  
EAU CLAIRE, WISCONSIN 54703  
715.834.4999 OFFICE; 715.834.3687 FAX  
www.townofseymour.org

## PAVILION RENTAL CONTRACT FOR CORPORATE EVENTS

OFFICE HOURS 9:00 A.M. TO 1:00 P.M.  
MONDAY THRU FRIDAY

THE PAVILION WILL BE RENTED TO CORPORATE SPONSORED EVENTS OR OTHER LARGE GROUPS AT THE COST OF: \$150.00 **PICK UP KEY DURING OFFICE HOURS**

PORTA-POTTIES: TO BE FURNISHED AT **YOUR COST** (GROUP SIZE WILL DETERMINE IF PORTA-POTTIES ARE NECESSARY)

IN ADDITION, A DEPOSIT OF **\$ 75.00** IS REQUIRED UPON SIGNING THE CONTRACT. THIS DEPOSIT MAY BE FORFEITED IN PART OR TOTAL FOR ANY PROPERTY DAMAGE OR FAILURE TO COMPLY WITH THE CLEANUP TERMS OF THIS CONTRACT. **100%** OF THE DEPOSIT WILL BE FORFEITED FOR CANCELLATIONS LESS THAN 2 WEEKS OF RENTAL DATE. **50%** OF THE DEPOSIT WILL BE FORFEITED FOR ALL OTHER CANCELLATIONS.

NO RESERVATION DATE WILL BE CONFIRMED FOR RENTAL OF THE PAVILION AND ITS FACILITIES UNTIL THE FOLLOWING CONTACT IS SIGNED AND THE REQUIRED DEPOSITS ARE RECEIVED. DEPOSITS WILL BE REFUNDED WHEN THE TERMS OR THIS CONTRACT ARE FULFILLED.

AFTER USING THE PAVILION, THE GENERAL APPEARANCE SHOULD BE THE SAME AS PRIOR TO RENTAL. CLEANUP OPERATIONS ARE TO BE COMPLETED THE SAME DAY. IF CLEANING IS NOT COMPLETED AS SPECIFIED IN THIS CONTRACT, IT WILL BE DONE BY A TOWN EMPLOYEE AND AN AMOUNT WILL BE DEDUCTED FROM THE DEPOSIT. ANY AMOUNT OVER THE DEPOSIT FOR CLEANUP OR DAMAGES WILL BE BILLED.

### THINGS TO BE DONE BEFORE AND AFTER EVENT:

1. CHECK TABLES-IF BROKEN PLEASE LET US KNOW BEFORE EVENT
2. BRING GARBAGE BAGS, BROOM AND DUSTPAN
3. PLACE RECYCLABLES IN PROPER CONTAINERS
4. BAG AND TIE ALL GARBAGE AND PLACE IN DUMPSTER NEXT TO THE HALL
5. SWEEP PAVILION
6. PICKUP AREA (GROUNDS)
7. CLEAN BATHROOMS AND LOCK THE DOORS
8. KEYS MAY BE LEFT IN THE "AFTER HOURS DROP BOX" LOCATED IN THE DOOR JUST EAST OF THE OFFICE DOOR.

RENTERS SIGNATURE \_\_\_\_\_

RENTERS PRINTED NAME \_\_\_\_\_

RENTERS ADDRESS, ZIP \_\_\_\_\_

RENTERS PHONE NO. \_\_\_\_\_

PAVILION RENTAL DATE \_\_\_\_\_

ESTIMATED SIZE OF GATHERING \_\_\_\_\_

### IN CASE OF DAMAGE, ELECTRICAL MALFUNCTION, ETC. CONTACT:

KERRY PARKER	715.831.1335
DOUG KRANIG	715.877.2899
JOHN OXLEY	715.834.7738