

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 OR LARGE GROUP EVENTS**

Renter's Receipt

Deposit Pd: _____
Rent Pd: _____
Date: _____
Amount Due: _____
Initials : _____

RENTAL FEES:

- \$150 Per day

DEPOSIT:

- \$75.00 - Required upon signing the contract. Deposits will be refunded when the terms of this contract are fulfilled.
- Deposit may be forfeited in part or total for any property damage or failure to comply with the cleanup terms of this contract. 100% forfeited for less than 2 weeks notice of rental date. 50% will be forfeited for all other cancellations.

CANCELLATIONS:

- All of the deposit will be forfeited for cancellation less than two weeks of rental date. Ten dollars (\$10) of the deposit will be forfeited for all other cancellations.

KEY PICK UP:

- Pick up key during office hours – Mon-Fri 9:00am-1:00pm

PARKING:

- Park only in the parking lot. No vehicles allowed past the gates, other than for set up/clean up and/or handicapped access. Do Not park in the grass anywhere on the property.

• **PORTA-POTTIES:**

- Are to be furnished at YOUR COST. Group size and duration of event will determine if porta potties are necessary.

• **INSURANCE:**

- Needs to be provided for any items other than what is provided by the park. Example, water slides, bouncy houses, etc.

• **SALES OF ALCOHOLIC BEVERAGES & RAFFLES:**

- Sales are prohibited unless proper license is acquired.

CLEANING REQUIREMENTS

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 the 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 to the renter.

THINGS TO BE DONE BEFORE AND AFTER EVENT:

- Check Tables - If broken please let us know before your event
 - Bring garbage bags, broom and dust pan and cleaning solutions
 - Place recyclables in proper container
 - Bag and tie all garbage and place in dumpster next to the hall
 - Sweep the pavilion
 - Pick up area (grounds & complete parking lot)
 - Clean bathrooms and lock the doors
 - Key may be left in the "After Hours drop box" located in the door on the east side of the office door.
- **In case of Damage, Electrical Malfunction, Etc CONTACT the numbers listed below:**

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CORPORATE PAVILION RENTAL CONTRACT

I have read the contract for renting the Seymour Town Pavilion agreement and will abide by all rules set forth in the contract.

RENTERS SIGNATURE _____

RENTERS PRINTED NAME _____

RENTERS ADDRESS, ZIP _____

RENTERS PHONE NO. _____

RENTERS EMAIL _____

PAVILION RENTAL DATE _____

ESTIMATED SIZE OF GATHERING _____

OFFICE USE ONLY

Deposit Paid - \$75 _____ Date _____

Supervisor's Comments

Rent Paid - \$150 _____ Date _____

Website Complete _____

Calendars Complete _____

Clean Up/Damages _____

Initials _____

Deposit Returned. Amount \$ _____