

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

THE PAVILION WILL BE RENTED TO CORPORATE SPONSORED EVENTS OR OTHER LARGE GROUPS AT THE COSTS OF: **\$150.00** *PICK UP KEY DURING OFFICE HOURS – Mon-Fri 9:00am-1:00pm*

IN ADDITION, A DEPOSIT OF **\$75.00** IS REQUIRED UPON SIGNING THE CONTRACT. THIS DEPOSIT MAY BE FORFEITED IN PART OF 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.

PARKING – PARK ONLY IN THE PARKING LOT. NO VEHICLES ALLOWED PAST THE GATES, OTHER THAN FOR SET UP/CLEAN UP AND/OR HANDICAPPED ACCESS.

PORTA-POTTIES: 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, ECT.

SALES OF ALCOHOLIC BEVERAGES & RAFFLES ARE PROHIBITED UNLESS PROPER LICENSE IS ACQUIRED

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

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 CONTAINER
4. BAG AND TIE ALL GARBAGE AND PLACE IN DUMPSTER NEXT TO THE HALL
5. SWEEP PAVILION
6. PICKUP AREA (GROUNDS & COMPLETE PARKING LOT)
7. CLEAN BATHROOMS AND LOCK THE DOORS
8. KEY 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. _____

RENTERS EMAIL _____

PAVILION RENTAL DATE _____

ESTIMATED SIZE OF GATHERING _____

OFFICE USE ONLY

Deposit Paid - \$75 _____ Date _____

Rent Paid - \$150 _____ Date _____

Website Complete _____

Calendars Complete _____

Clean Up/Damages _____

Initials _____

Deposit Returned. Amount \$ _____

In case of Damage, Electrical Malfunction, Etc CONTACT Doug Kranig 715-877-2899 Kerry Parker 715-831-1335 or John Oxley 715-834-7738