

# Village of Dresser

102 West Main Street • P.O. Box 547 • Dresser, WI • 54009-0547  
Office: 715-755-2940 • Fax: 715-755-2046 • E-Mail: [VOD@centurytel.net](mailto:VOD@centurytel.net)

## COMMUNITY HALL RENTAL AGREEMENT

### RESERVATION AND KEYS

1. All reservations must be made with the Village Clerk.
2. Reservations are on a first come first serve basis.
3. The renting party must be at least eighteen (18) years of age.
4. A \$50.00 down-payment is required to reserve the date. Down-payment is applied to the rental fee. The down-payment must be paid when a date is reserved.
5. Rental Fee and Damage Deposit must be paid at least one (1) business day prior to the scheduled event.
6. The Village Office must be notified in writing of any cancellations, a 100% refund will be given with at least a thirty (30) day notice prior to the reservation date. If less than thirty (30) days' notice is given, fifty percent (50%) of the fees will be charged and fifty percent (50%) returned.
7. Arrangements should be made through the Village Office for access to the Community Hall.

### RENTAL CHARGES

Hourly Rentals (If rental time exceeds 3 hours, then the Full Day Rental fees are charged):

Monday through Friday Village Resident fee up to three (3) hours	\$40.00/per time
Monday through Friday Non-Resident fee up to three (3) hours	\$60.00/per time

#### Full Day Rentals:

Full Day Community Hall Village Resident fee	\$300.00
Full Day Community Hall Non-Resident fee	\$400.00
Additional day Fee	\$ 75.00

Damage Deposit-Full day rentals only	\$200.00
Any other rental fee will be determined by the Village Board	

### GENERAL RULES AND REGULATIONS

**KEYS:** Keys will be given one day prior to the event. Keys **MUST** be returned following the event. Failure to return keys(s) by the next business day will result in additional charge of \$200.00. Failure to return the key(s) will result in additional charges for lock replacement.

**CLEAN-UP:** Responsibility of renter to:

- \*\*Wipe, clean and dry all used tables and chairs and return to appropriate carriers.
- \*\*Place all garbage in the dumpster provided (located behind the hall).
- \*\*Sweep floors. Wipe up any spills.
- \*\*Remove all food.
- \*\*Remove all decorations.
- \*\*Turn off all lights.
- \*\*Close and lock all doors.
- \*\* Hall should be as clean as it was when you rented.
- \*\* If the Community Hall is not cleaned to satisfaction, a charge will be deducted from the Damage deposit.

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**EXIT DOORS:** The renter is responsible to unlock all exit doors and not blocked off to impede traffic in case of an emergency.

**DECORATIONS:** No nails, tacks, tape, screws, staples, glue etc. may be attached to the walls, ceiling, inside or outside of the building. No confetti of any kind may be used. Burning of candles is prohibited. Battery operated votives and tea lights are allowed. No pyrotechnics are allowed. Do not drag any equipment, tables or chairs as it will damage the floor.

**MUSIC:** No music outside of the Community Hall is allowed unless approved by the Village Board prior to the rental.

**TEMPERATURE CONTROL:** Do not open windows or doors as the heat and air conditioning are on. Do not make any adjustment to the thermostats.

**SMOKING:** Smoking and or vaping is prohibited in the Community Hall.

**ANIMALS:** No animals (except service dogs) are allowed in the Community Hall.

**ALCOHOL:** Alcohol is allowed in the Community Hall subject to the following conditions:

- a. A private party (must be by invitation only) can bring in their own alcohol for their event.
- b. If a private party utilizes the above, the alcohol can only be given away. It cannot be sold by any means. That includes the selling of tickets. No tip jars.
- c. If the renter is having an event that is NOT private, a picnic license can be obtained by a non-profit group or bona-fide club for fermented beverages (beer/wine coolers only) or for wine. A picnic license can not be issued to an individual. The Village Clerk can be contacted for details on these regulations and the forms required.
- d. If alcohol is on the premises, the renter assumes all liability and responsibility of themselves and all of their guests as stated below.
- e. The renter also agrees to abide by all state laws including those prohibiting the serving of alcohol to minors.

**KITCHEN:** The Community Hall kitchen is meant to be a “serving kitchen” not as a kitchen to prepare foods for consumption. The kitchen has available a household stove, household refrigerator, a microwave oven and a chest freezer. The kitchen does not have any dishes or utensils for your use. There is a waste receptacle behind the building for the disposable of trash.

**SECURITY:** Any law enforcement officer shall have the right to enter the premises at any time. Any law enforcement officer, may at his/her discretion terminate the event. The renter shall not be eligible for a refund of the rental fee.

**LOST OR STOLEN ARTICLES:** The Village of Dresser is not responsible for any articles left, lost or stolen on the rented premises.

**DAMAGES:** The renter shall assume all responsibility for any damages to the building and its contents. Damages will be assessed, repaired and charged to the renter.

**INJURY OR ACCIDENTS:** The Village is not responsible for any injuries, death or property damages arising out of the use by the renter of the Community Hall and the renter hereby waives any claims and releases the Village for all claims arising from its use of the Community Hall.

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**EMERGENCIES:** In the event there is an emergency CALL 911. **POLK COUNY NON-EMERGENCY NUMBER: 715-485-8300**

**CLOSING HOUR:** Closing hour of the Community Hall shall be 12:00 midnight. All music shall be finished by 12:00 midnight.

**TABLES/CHAIRS:** Tables and Chairs will not be rented. Tables and Chairs (only from Cold Storage) may be borrowed to Village Residents – ONLY IF THERE IS NOT AN EVENT AT THE COMMUNITY HALL.

**HOLD HARMLESS:** To the extent permitted by law, renter agrees to indemnify, hold harmless and defend the Village of Dresser from and against all losses, claims, liabilities and expenses, including reasonable attorney fees, if any, which the Village of Dresser may suffer or incur in connection with renter's use or misuse of the Village property or Community Hall. In addition, neither the Village of Dresser nor any of its officers, agencies or employees, shall be responsible or liable for personal injuries, of any kind, loss of, or damage to, personal property of User, occurring because of activities being conducted on Village property by renter, its agents, employees, invitees or customers. If it becomes necessary for the Village of Dresser to defend any action seeking to impose any such liability, the renter will pay the Village of Dresser all costs of court and reasonable attorney's fees incurred by it in such defense (only to the extent same are occasioned by the User refusing to indemnify the Village of Dresser as provided hereunder), in addition to any other sums incurred by the Village of Dresser in the litigation including any alternative dispute proceedings in which such claim is asserted.

**COMMERCIAL, INDUSTRIAL, PRIVATE ENTERPRISE:** Any Commercial, Industrial or Private Enterprise renting the Community Hall is required to comply with all guidelines as set forth in this rental agreement. All Commercial, Industrial and Private Enterprise shall also be required to file with the Village Clerk, prior to the date of usage, proof of commercial liability and property damage insurance with minimum limits \$500,000 or \$1,000,000 combined insurance. Such insurance shall be primary insurance in case of a loss and must name the Village of Dresser as an "Additional Insured" on the policy. A Certificate of Insurance shall be filed with our Municipal Clerk prior to the date of rental.

Approved: December 6, 2021

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## **PRE-APPROVED USER GROUPS**

### **COMMUNITY HALL**

The following local groups are currently exempt from rental fees for meetings and fundraiser use.

1. Any Village government connected committee/group. (Takes precedence over any other rental)
2. American Legion and Auxiliary (within a 10 miles radius)
3. 4-H Club (Pleasant Lake)
4. Dresser Lions Club
5. Allied Fire Department and First Responders
6. St. Croix Falls School District oriented or parent sponsored youth group

Any noncommercial group desiring exemption from fees should contact the Village Clerk.

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## COMMUNITY HALL RENTAL AGREEMENT

This Rental agreement is made and entered into by and between the Village of Dresser and \_\_\_\_\_ Renter.

**RENTAL DATE(S) AND HOURS** \_\_\_\_\_

**PURPOSE OF RENTAL:** \_\_\_\_\_

Renter hereby agrees to pay the Village of Dresser the established rental fee and damage deposit prior to receiving keys for the event. Down-payment is due upon signing of rental agreement.

Rental Fee \$ \_\_\_\_\_ Down-Payment \$ \_\_\_\_\_ Damage Deposit \$ \_\_\_\_\_

### **RULES AND REGULATIONS:**

The Renter agrees to abide by all the rules and regulations as written in this Rental Agreement and accepts the conditions as written. Renter acknowledges he/she has received a copy of this Rental Agreement. Renter has inspected the premises and accepts its condition AS IS.

### **RENTER:**

\_\_\_\_\_  
Renter's Printed Name

Total Amount Due: \_\_\_\_\_

\_\_\_\_\_  
Renter's Signature

Payment: \_\_\_\_\_

\_\_\_\_\_  
Address-City, State, Zip Code

Balance Due: \_\_\_\_\_

\_\_\_\_\_  
Renter Phone Number

**DAMAGE DEPOSIT RETURNED**

\_\_\_\_\_  
Renter Email Address

Inspected By: \_\_\_\_\_

Check Number: \_\_\_\_\_

VILLAGE OF DRESSER

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

Payable to: \_\_\_\_\_

\_\_\_\_\_  
VILLAGE CLERK

Approved: December 6, 2021

DATE \_\_\_\_\_