



# VILLAGE OF WILLIAMS BAY LIONS FIELD HOUSE RENTAL AGREEMENT

PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org  
Village Hall: Phone: (262) 245-2700

The Field House is available to rent by all Williams Bay homeowners, renters (who can provide an annual lease), or a current member of the Williams Bay Lions Club, and other qualifying non-profit organizations. Only those homeowners whose name appears on the current tax roll will be allowed to rent the Field House. A current, annual lease is the only proof of residency the Village will accept from renters. The damage deposit will not be returned until the Village has conducted an inspection of the Field House following a rental.

**Please note that the Field House is not available for rentals Monday-Friday from 8:00am – 5:00pm.**

## Fee Schedule

- ☐ **Williams Bay Homeowner – Rental Fee \$200**
- ☐ **Williams Bay Renter – Rental Fee \$200 & Damage Deposit \$500**
- ☐ **Non-Profit Organization – Fee waived per Resolution #R-5-17**

*(Please print clearly)*

Applicants Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Note: Reservations will be on a first come, first serve basis. Rental fees and the damage deposit are due at the time the reservation is made.

**Date of Event:** \_\_\_\_\_ **Nature of Activity:** \_\_\_\_\_

**Time Requested:** \_\_\_\_\_ **Approx. Number of Attendees:** \_\_\_\_\_

**Maximum Capacity: Chairs only: 214 People; Tables & Chairs: 100 People**

**Is this event open to the public?** \_\_\_\_\_ If yes, you must provide a Certificate of Liability insurance naming the Village of Williams Bay as an additional insured.

**Liquor to be served? Yes/No** \_\_\_\_\_

Only non-profit organizations are permitted to sell alcohol. A Certificate of Liability insurance must be included with the application naming the Village as an additional insured. A minimum of \$1MM in General and Liquor Liability is required. Any non-profit organization that is wishing to sell alcohol as part of their event will need to complete a temporary Class “B”/Class “B” Retailer’s License application. In addition, a temporary operator license will be required. *(Fees waived for non-profit organizations)*

**Will funds be generated at this event?** \_\_\_\_\_

If “yes”, you must complete a statement as to how the funds are to be generated and for what purpose.

Commercial “for profit” activities are not permitted. Fundraising activities of non-profit organizations or of individuals for civic and charitable causes are permitted subject to reasonable review and approval of the Village.

I have read and understand that no rental is finalized until the rental fee and damage deposit (when applicable) are paid in full. I also agree that if any additional village services are requested or determined to be impacted, an additional fee will be charged for those services. The damage deposit will be returned within (30) thirty days after assessment and inspection of the building is made for damages or violations of this rental agreement. Any cancellation less than (7) days prior to an event will result in a \$50 cancellation fee.

**Signature of Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

# VILLAGE OF WILLIAMS BAY

## LIONS FIELD HOUSE

### RENTAL AGREEMENT

Village Hall: Phone: (262) 245-2700

**Please read through each of the items below, and initial each line to signify that you have read, understand, and agree.**

- \_\_\_\_\_ Reservations are dependent upon availability.
- \_\_\_\_\_ Keys are the responsibility of the Applicant to check out at Village Hall. **The key must be picked up no later than the end of the prior business day. NOTE: Village Hall only has Saturday hours from May – August.** After completion of the event, keys can be placed in the drop box at Village Hall. Lost keys will result in re-keying charges.
- \_\_\_\_\_ The Field House is not to be left unlocked or unattended at any time. Any damages resulting from the building being left unattended will be the responsibility of the Applicant.
- \_\_\_\_\_ Parking is only allowed in designated parking areas.
- \_\_\_\_\_ The Applicant should review the facility at opening and complete “Pre-Event” inspection of the Facility Checklist. Any pre-existing damages or problems must be identified at that time.
- \_\_\_\_\_ The Applicant shall be responsible for wiping down all tables, chairs and counters with cleaning supplies provided by the Village.
- \_\_\_\_\_ The Applicant shall be responsible to check for the latest guidance from the Walworth County Health and Human Services Department concerning COVID-19 prevention. *That guidance can be found at [www.walworth.wi.us](http://www.walworth.wi.us).* The applicant agrees to hold the event in compliance with said guidance.
- \_\_\_\_\_ Following the event, the Recreation Department will conduct a “Post-Event” inspection and complete the Facility Checklist. The applicant will be notified if the facility was found in unsatisfactory condition.

#### **Cleaning/Damages**

- \_\_\_\_\_ Applicants shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damage fees will be determined by the number of man hours required and/or actual cost for services or property replacement.
- \_\_\_\_\_ Decorations are NOT allowed to be affixed to the Ceiling or Blinds. Applicant must adhere to the required post event clean up items on the facility checklist. Any items left incomplete may result in a forfeit any or all of the damage deposit. Additional clean up charges will be billed at \$100.00 for each hour or portion thereof, and \$50.00 for each additional ½ hour or portion thereof.
- \_\_\_\_\_ The Applicant of this rental agreement shall be solely responsible for any violation, damages to the building and cleaning of the building. Any repair costs for damages will be withheld from the damage deposit or charged as a special assessment against the applicant’s property tax bill.
- \_\_\_\_\_ Applicant agrees to abide by all Park Rules, Regulations, and Ordinances of the Village of Williams Bay. The building must be cleaned and vacated by midnight (12:00am).
- \_\_\_\_\_ Once approval has been granted, the Village Board, Village Administrator, Chief of Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency to weather, fire, riot, or administrative or clerical error. No fee would be charged for cancelation by a Village Officer.

**Indemnity:** Lessee shall indemnify the Village and hold it harmless for all expenses, liability and claims of every kind, including reasonable attorney's fees, by or on behalf of any person or entity or arising out of (1) failure of Lessee to perform any term or condition of this lease; (2) any injury or damage happening on or about the premises; (3) a failure of Lessee to comply with any law of any governmental authority or guidance from the Walworth County Health and Human Services Department; (4) any third party agreements or contracts to provide goods or services for the direct or indirect benefit of the Lessee; or (5) any other circumstance or condition not resulting as a result of the negligence or intentional act of the Village, its agents and employees including bodily injury, death, loss of use, monetary loss or any other injury from or related to COVID-19.

The applicant for her/himself and for other person, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless and defend, the Village of Williams Bay, a Wisconsin Municipality located in Walworth County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incident, activities and transactions, of whatever kind and nature, direct or indirect, of mind own and those of or by the Village of Williams Bay, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR OFFICE USE ONLY			
<input type="checkbox"/> Reservation made on Field House Calendar	Date Application Received: _____		Rental Fee Received: _____
			Deposit Fee Paid: _____
			Receipt # _____
Rental Notification provided to:	Police	Recreation Dept.	Public Works
<b>APPROVAL TO RETURN DAMAGE DEPOSIT</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			

# LIONS FIELD HOUSE FACILITY CHECKLIST

**APPLICANT:** \_\_\_\_\_ **RESERVATION DATE:** \_\_\_\_\_

The following is a list of items that need attention at the end of each rental. We ask that renters use this form as a guide to keep our facilities neat and clean. These items are evaluated by the Village of Williams Bay and the Public Works Department. Damage Deposits are withheld based on the satisfactory cleaning of the rental site.

*Note: Please use the reverse side of this form for additional comments.*

	Pre-Event Inspection	Post-Event Inspection
Tables should be wiped down; no stains or sticky surfaces. Return to storage location.		
Chairs should be wiped down, no stains or sticky surface. Return to storage location.		
Countertops, kitchen sinks, & appliances should be wiped down. Wash, dry and put away all dishes used.		
Appliances must be clean & operational (microwave, ovens, refrigerator garbage disposal & dishwasher).		
Remove all decorations including tape. Tape or Decorations are <u>NOT</u> allowed on Blinds or Ceiling. Failure to remove decorations will result in a charge against the damage deposit.		
Garbage bags removed from building and placed in dumpsters. Please place recyclables in the proper container. Failure to remove the garbage will result in a charge against the Damage Deposit.		
Check outside of the building and park area for debris.		
Bathrooms must be picked up; stalls checked.		
Food and beverages are to be removed from refrigerator. Remove all food brought into the facility		
No markings on wall surfaces; stains, scuffs, holes		
Floors swept and mopped		
Windows and doors must be secured, and lights turned off when leaving.		

## FOR STAFF USE ONLY

Key Returned to Village Hall ☐

Damage Deposit Returned in Full ☐

Any Damage Deposit Withheld \_\_\_\_\_ Reason \_\_\_\_\_

Total Amount Returned: \_\_\_\_\_

Submitted to Treasurer for payment: \_\_\_\_\_

☐ Attached Photos