

**TOWN OF SEYMOUR**  
6500 TOWER DRIVE  
EAU CLAIRE, WISCONSIN 54703  
715.834.4999 OFFICE; 715.834.3687 FAX  
[www.townofseymour.org](http://www.townofseymour.org)

## **PAVILION RENTAL CONTRACT**

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

**Renter's Receipt**

Deposit Pd: \_\_\_\_\_  
Rent Pd: \_\_\_\_\_  
Date: \_\_\_\_\_  
Amount Due: \_\_\_\_\_  
Initials: \_\_\_\_\_

**RENTAL FEE:**

- \$40.00 With Electricity

**DEPOSIT:**

- \$40.00
- Deposit is required upon signing the contract. Deposit 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. If damage exceeds deposit, the renter will be billed for the difference.

**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:**

- Keys may be picked up during office hours. Mon - Fri 9:00am - 1:00pm. You will receive two keys, one for the gate and electric box, and one for the bathrooms at the concession building. Please be sure to turn off electric and re-lock electric box before leaving.

**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.

**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. Clean up 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 clean up 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
- Turn power off and lock electric box
- 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: Jessica Janssen 715.577.3840, Sheila Running 715.832.9686, or Ken Schick 715.832.0017 or 715.271.9035***

# 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**

Supervisor's Comments

Deposit Paid - \$40 \_\_\_\_\_ Date\_\_\_\_\_

Rent Paid - \$40\_\_\_\_\_ Date\_\_\_\_\_

Website Complete\_\_\_\_\_

Calendars Complete\_\_\_\_\_

Clean Up/Damages\_\_\_\_\_

Initials\_\_\_\_\_

Deposit Returned Amount \$\_\_\_\_\_