

TOWN OF SEYMOUR
6500 TOWER DRIVE
EAU CLAIRE, WISCONSIN 54703
715.834.4999 OFFICE; 715.834.3687 FAX
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, Kerry Parker 715.577.2010, 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 \$_____

IN CASE OF DAMAGE OR OTHER PROBLEMS CONTACT THE NUMBERS BELOW:

Jessica Janssen, Chair 715.577.3840 Ken Schick, Supervisor 715.832.0017 Kerry Parker, Supervisor 715.577.2010