

OPERA HOUSE - RENTAL PERMIT

312 West Main Street, Hortonville, WI 54944

RETURN THIS SIGNED FORM WITH PAYMENT TO - Village of Hortonville, PO Box 99, Hortonville, WI 54944-0099

Lessee or Group Name: _____
(must be 21 years of age or older; see "Terms of Rental")

Address: _____

Email: _____ Telephone: _____

Date of Event: _____ Time of Event: _____

Purpose: _____

Attendance: _____

Room(s) Requested / (capacity): Gym/Dance Area (350) _____
 Dining Area w/ Kitchen (215) _____

Rental Fee:	_____	Received:	_____
Security Deposit:	_____	Received:	_____

The Lessee hereby agrees to remit said rental fee and to be responsible for any damage to property or items stolen, and to comply with the following stipulated insurance requirements:

1. Hold Harmless Clause: Lessee shall indemnify and hold harmless the Lessor from any and all damage, loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises, or ways, walks or concourse adjacent thereto, by reason of any injury or property of third persons occasioned by any act or omission, neglect, or wrongdoing of the lessee or any of his/her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other person admitted by the Lessee to the premises, and the Lessee will at his/her and/or its own cost and expense, defend and protect the Lessor against any and all such claims or demands.

The Lessee further agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods.

2. Business and Public Events shall provide proof of insurance outlining #1 above.

_____ I have read and understand the attached "Liquor Liability and You" agreement.
(initial)

_____ I have read and understand the attached "Terms of Rental" agreement and agree to comply.
(initial)

Village Staff (for the Lessor) Lessee Date

OPERA HOUSE - LIQUOR LIABILITY AND YOU

As a renter of one of the Village of Hortonville's public facilities, there are some things you should know before you decide to serve alcohol:

1. A license must be issued by the Village if the event includes the sale of alcohol and will be open to the public.
2. The server of alcoholic beverages may be liable for injuries sustained by intoxicated persons.
3. The host of a social gathering may also be liable for injuries caused by intoxicated persons.

To prevent the unnecessary pain and/or injury of an accident, the Village suggests the following:

1. Have available and promote the consumption of non-alcoholic beverages.
2. If possible, use a licensed bartender (operator) to dispense your drinks. The avoidance of a serious injury due to experienced handling may be worth the cost of a licensed operator.
3. Check each persons ID. You must be 21 to drink in Wisconsin.
4. Limit the number of drinks per person.

If you suspect someone has had too much to drink:

1. Stop serving them!
2. Provide an alternative source of transportation.
3. If you cannot handle the situation, call the police.

I, _____, having read and understand the implications of serving alcoholic beverages on (date) _____ at the event for which I have rented the Village of Hortonville facility agree to hold the Village of Hortonville harmless in the event that a mishap occurs during my event.

Lessee (last name, first name, middle initial)

Date: _____

Lessee Date of Birth

OPERA HOUSE - TERMS OF RENTAL

Smoking is **NOT** allowed in any part of the building. **NO** throwing or kicking balls anywhere inside the building.

Keys

Keys must be picked up at the Administration Office, 531 N. Nash Street, the week of the event. If you forget to pick up your key at the Administration Office or you have issues outside of office hours, please call the Hortonville Police Dept. @ 779-6165. You are responsible for the key and it must be returned in order to have your security deposit returned.

Reservation of Facilities

Facilities may be reserved at the Administration Office, phone 779-6011.

Reservations for usage are confirmed only when the deposit is received and a signed agreement is on file at the Village Administration Office.

The facility can only be rented by someone who is 21 years of age or older. Any exceptions shall be reviewed by the Village Board.

Cancellations

If the reservation is cancelled more than thirty (30) calendar days prior to the scheduled rental date, the Village will refund all amounts paid. If the reservation is cancelled less than thirty (30) days prior to the rental date, the Village will refund fifty percent (50%) of the security deposit and any paid rental fees.

Closing Time

Conclusion of events shall be midnight Sunday through Thursday and 1:00 a.m. Friday and Saturday.

Cleaning

All cleaning is to be done immediately after the conclusion of the event. Maintenance personnel will inspect the building the following day for your deposit refund. Exceptions may be made if there is no event the next day and the Village is notified prior to the event.

All garbage must be bagged and **placed outside the back door**. Hortonville recycles! Please place recyclables in the appropriate containers. All decorations must be removed at the conclusion of the event.

The Village of Hortonville will not permit affixing anything to the walls, floors or ceiling with staples, nails, or other fasteners. The Village of Hortonville will not accept any responsibility for special items or decorations brought to the facility. Any items or decorations you wish to retain must be removed prior to closing the facility at the end of your event. ** Nail or tack holes will be charged \$5 each.

Alcoholic Beverages

Alcohol may be consumed on the premises by adults of legal drinking age only. If alcohol is to be served, you must read and sign "Liquor Liability and You."

Security

All groups using the facility are responsible for the contents and security of the building. Opening and closing the building securely will avoid cost of damages to the user from vandalism. Evening groups must lock all doors after everyone arrives for security while in the building. All groups must lock all doors upon leaving.

Material Storage

The facility has LIMITED storage space. Permission from the Village Staff is necessary for any items left at the facility. The Village will not be liable for damage or loss of any items stored at the facility.

Village of Hortonville Organizations

Village charitable, civic and service groups are welcome to use the Facility for club meetings. An annual permit must be completed at the Administration Office.

Equipment

Tables, chairs and other equipment are not to be removed from the facility for use at another facility. Tables, chairs and other equipment are **not to be moved from one floor to another floor without prior permission from the Village**.

OPERA HOUSE - INSPECTION CHECKLIST

Please use this form to assist you in cleaning after your event. This form is for your use and does not have to be returned. Your security deposit will be mailed to you only after the keys are returned and Village staff inspect the Opera House.

The Opera House was originally built in 1914 and renters cannot expect that all dust, etc. has been removed as rehabilitation and restoration work is ongoing. However, the renter is responsible for all items contained in this Agreement. Failure to abide by and carry out responsibilities could lead to withholding part or all of the Security Deposit.

PRE/POST-EVENT INSPECTIONS

	Pre-event inspection by renter:	Post-event inspection by Village:
General cleanliness of building	_____	_____
Gym tables and chairs put away neatly	_____	_____
Gym floor clean - no sticky areas on floor	_____	_____
Dining room in neat order	_____	_____
Restrooms are clean	_____	_____
No garbage left in the building	_____	_____
Lights turned off throughout the building	_____	_____
Windows and doors are closed and locked	_____	_____

CLEANING DIRECTIONS

LOCATING THE CLEANING SUPPLIES:

Gym/Dance Area (main level): Kept in the storage room off the stage.

Dining Area (downstairs): Kept in the storage room off the kitchen.

All garbage must be bagged and placed outside the back door.

Do not use the private dumpster located behind the Opera House.

- _____ Wash table tops
- _____ Put away gym tables and chairs
- _____ Sweep and wet mop gym floor
- _____ Place dining room chairs neatly around tables
- _____ Vacuum dining room carpet
- _____ Remove ALL decorations, including tape
- _____ Wash, dry and put away all dishes used
- _____ Remove all food that you brought into the facility
- _____ WE RECYCLE! Please place recyclables in the proper containers
- _____ Check and clean restrooms

Thank you for choosing the Opera House for your event!