

**VILLAGE OF PADDOCK LAKE
APPLICATION FOR USE OF VILLAGE HALL**

Contact Information of Applicant

Full Name _____

Street Address _____ Paddock Lake, WI
53168

Phone Numbers _____

Name of Organization _____

Address (if different from above) _____

Date Requested

Date _____, 20____

Time From _____ AM/PM (circle one)
 To _____ AM/PM (circle one)

Payment received by _____

Paid by Cash / Check Number _____

Notes/Special Accommodations:

NON-EXCLUSIVE AGREEMENT WITH PROCEDURES AND REGULATIONS

1. Village Hall use includes non-exclusive use of the building, parking area and grounds adjacent to the parking lot.
2. Village Hall use and entry arrangements are to be made with the Village Office (262) 843-2712 who will also collect Rental Fees.
3. Village Hall use and entry arrangements are to be made by Village of Paddock Lake Property owner who is also responsible for the Hall throughout the use period.
4. Capacity is limited to a total of 72 persons on the premises.
5. A \$50.00 rental fee shall be collected at the time of signing rental agreement, for the use of the Village Hall. Reservation of Village Hall shall be secured once rental fee and documentation have been accepted.
6. Not-for-profit groups from within the Village are allowed use of portions of the building for meetings and non-fund raising events. Non-Village based groups and any for-profit group may not use these facilities.
7. No beer or alcohol is allowed on the Village Hall premises, including parking lot and grounds.
8. Any law enforcement officer and any employee or official of the Village of Paddock Lake has the right to enter the premises at any time.
9. If tables and chairs are moved, they must be returned to their original location. You will be charged \$50.00 per hour per person for our maintenance staff to do this or to provide any other clean-up required to restore the building, equipment and furnishings.
10. Decorations must be of non-flammable materials. No thumbtacks or nails can be used to secure decorations to walls or ceiling.
11. Users are responsible for total clean up.
 - (a) Outside grounds and parking area must be free of debris and liter.

- (b) Brooms, dust mops, wet mop and pail, dustpans and garbage containers are provided.
 - (c) Windows and doors must be closed
 - (d) ALL lights must be turned off.
 - (e) Water must be turned off in restrooms and kitchen area.
 - (f) Clean up must be completed at the end of scheduled use.
12. There is no smoking allowed in the Village Hall. No animals are allowed in the Village Hall or on adjacent grounds with the exception of service animals.
13. There are no roller blades, skates or other similar type equipment allowed in the building.
14. PLEASE NOTE: THAT OUR MAINTENANCE DEPARTMENT WILL INSPECT THE HALL THE DAY PRIOR TO ITS USE TO GUARANTEE THE CONDITION OF THE HALL AND ALSO INSPECT AFTER FOR ANY DAMAGES. IF YOU NOTICE ANY DAMAGE PRIOR, PLEASE ADVISE US THEN, SO WE CAN NOTE ANY DAMAGE, DO NOT WAIT TO LET US KNOW.
15. By signing and submitting this document (and the attached Application), the applicant acknowledges receipt of these procedures and regulations. Further, Applicant assumes full responsibility to ensure that all persons attending the event comply with all federal, state, county and Village of Paddock Lake statutes and ordinances. If the Village of Paddock staff or any official of the Village of Paddock Lake or a law enforcement officer determines that any person has violated any such law on the premises during the event, the Use Agreement may be terminated and all attendees may be required to leave the premises immediately.
16. The rental fees do not cover any amounts due to the Village for cleaning, and repairs, the undersigned Applicant for himself/herself personally and on behalf of the User Group agrees to be personally responsible for payment to the Village of all amounts due, regardless of whether caused by accident, by negligence, or by intentional conduct, and regardless of whether caused by an invited guest or uninvited attendee. If any amount due to the Village under this agreement is not paid in full within thirty (30) days after the Village Clerk/Treasurer has mailed an invoice to the Applicant and User Group

and shall be entitled to recover all reasonable and necessary costs of collection included court costs and expenses and actual attorney's fees incurred. The Village retains all other remedies under law and equity pertaining to this Agreement.

17. The Village of Paddock Lake is not responsible for any injuries, including death, or property damage arising out of use by Applicant or User Group. In consideration of the use by Applicant and User Group, the sufficiency of which is hereby acknowledged, Applicant and User Group jointly and severally release and hold harmless the Village of Paddock Lake and its employees, representatives, officers, directors, supervisors, successors and agents from liability for any claims, demands, action and causes of action which any person may now have or may hereafter have for any and all injuries, including death, and all property damages, losses and/or other damage, arising out of the use of the Village Hall. Applicant and User Group agree to indemnify and hold harmless the Village of Paddock Lake against any and all liability for damages on account of injury including death, to any person or damage to the property of any person arising out of the use of the Village Hall.

Dated

Applicant

Name of User Group

Village Official/Staff