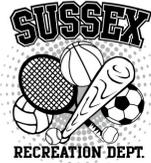


# Village of Sussex CIVIC CENTER Facility Rental Application



N64 W23760 Main Street  
Sussex, WI 53089  
Office: (262) 246-5200 Fax: (262) 246-5222  
info@villagesussex.org www.villagesussex.org



## Contact Information

**Renter or Responsible Party** \_\_\_\_\_

**Home/Cell Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address** \_\_\_\_\_ **City/Zip** \_\_\_\_\_

## Rental Information

**Event Date** \_\_\_\_\_ **Event Type** \_\_\_\_\_

**Arrival Time** \_\_\_\_\_ **Departure Time** \_\_\_\_\_  
*(include set-up time)* *(include clean-up time)*

**Estimated Attendance** \_\_\_\_\_ **Fees: Resident (R)** \_\_\_\_\_ **Non-Resident (NR)** \_\_\_\_\_  
*(please check one)*

## Rental Fees

Check, cash and credit card are accepted (checks payable to: **Village of Sussex**). A convenience fee will be added to transactions completed online. Fees and deposits must be paid at the time of reservation.

**Parks & Rec Senior Dining**

- Capacity (50)
- \_\_\_\_\_ \$150 Deposit Required
- \_\_\_\_\_ \$150 Rental Fee - 4 hrs (R)
- \_\_\_\_\_ \$188 Rental Fee - 4 hrs (NR)
- \_\_\_\_\_ \$40/additional hour (R)
- \_\_\_\_\_ \$50/additional hour (NR)
- \_\_\_\_\_ \$50 Add on Kitchen (R)
- \_\_\_\_\_ \$63 Add on Kitchen (NR)

**Parks & Rec Multipurpose B**

- Capacity (150)
- Gymnasium Type Space**
- \_\_\_\_\_ \$150 Deposit Required
- \_\_\_\_\_ \$75 Rental Fee - 2 hrs (R)
- \_\_\_\_\_ \$94 Rental Fee - 2 hrs (NR)
- \_\_\_\_\_ \$150 Rental Fee - 4 hrs (R)
- \_\_\_\_\_ \$188 Rental Fee - 4 hrs (NR)
- \_\_\_\_\_ \$40/additional hour (R)
- \_\_\_\_\_ \$50/additional hour (NR)
- \_\_\_\_\_ \$50 Add on Kitchen (R)
- \_\_\_\_\_ \$63 Add on Kitchen (NR)

**Senior Dining plus Multipurpose B**

- Capacity (200)
- \_\_\_\_\_ \$150 Deposit Required
- \_\_\_\_\_ \$300 Rental Fee - 4 hrs (R)
- \_\_\_\_\_ \$375 Rental Fee - 4 hrs (NR)
- \_\_\_\_\_ \$80/additional hour (R)
- \_\_\_\_\_ \$100/additional hour (NR)
- \_\_\_\_\_ \$50 Add on Kitchen (R)
- \_\_\_\_\_ \$63 Add on Kitchen (NR)

**Multipurpose A**

- Capacity (12-18)
- \_\_\_\_\_ \$150 Deposit Required
- \_\_\_\_\_ \$40 Rental Fee - 2 hrs (R)
- \_\_\_\_\_ \$50 Rental Fee - 2 hrs (NR)
- \_\_\_\_\_ \$75 Rental Fee - 4 hrs (R)
- \_\_\_\_\_ \$94 Rental Fee - 4 hrs (NR)
- \_\_\_\_\_ \$18/additional hour (R)
- \_\_\_\_\_ \$23/additional hour (NR)
- \_\_\_\_\_ \$20 flat fee during business hours

**2nd Floor Conference Room**

- Capacity (12-18)
- \_\_\_\_\_ \$150 Deposit Required
- \_\_\_\_\_ \$40 Rental Fee - 2 hrs (R)
- \_\_\_\_\_ \$50 Rental Fee - 2 hrs (NR)
- \_\_\_\_\_ \$75 Rental Fee - 4 hrs (R)
- \_\_\_\_\_ \$94 Rental Fee - 4 hrs (NR)
- \_\_\_\_\_ \$18/additional hour (R)
- \_\_\_\_\_ \$23/additional hour (NR)
- \_\_\_\_\_ \$20 flat fee during business hours

**Park & Rec Multipurpose C - Studio**

- Capacity (40)
- No food/beverages allowed**
- \_\_\_\_\_ \$150 Deposit Required
- \_\_\_\_\_ \$40 Rental Fee - 2 hrs (R)
- \_\_\_\_\_ \$50 Rental Fee - 2 hrs (NR)
- \_\_\_\_\_ \$75 Rental Fee - 4 hrs (R)
- \_\_\_\_\_ \$94 Rental Fee - 4 hrs (NR)
- \_\_\_\_\_ \$18/additional hour (R)
- \_\_\_\_\_ \$23/additional hour (NR)

**Board Room w/ patio (End by 2 pm)**

- Capacity (175)
- \_\_\_\_\_ \$200 Deposit Required
- \_\_\_\_\_ \$75 Rental Fee - per hour (R)
- \_\_\_\_\_ \$94 Rental Fee - per hour (NR)
- \_\_\_\_\_ \$100 Add on Patio Set Up

**Board Room w/ patio (After 2 pm)**

- Capacity (175)
- Set-up and cleaning included**
- \_\_\_\_\_ \$200 Deposit Required
- \_\_\_\_\_ \$400 Rental Fee - 4 hrs (R)
- \_\_\_\_\_ \$500 Rental Fee - 4 hrs (NR)
- \_\_\_\_\_ \$100/additional hour (R)
- \_\_\_\_\_ \$125/additional hour (NR)
- \_\_\_\_\_ \$100 Add on Patio Set Up

\_\_\_\_\_ \$15 Beer/Beverage Permit  
*(see page 2 for details)*

**TOTAL FEES:** \_\_\_\_\_

## Special Requirements

**\$15 Beer/Beverage Permit:** Village ordinances stipulate that the consumption of liquor will be allowed in any Village park/facility by permit only. Checking this section on the Park/Facility Rental Permit will request your desire for a beer/beverage permit and will inform the staff to issue/deny permission to issue a permit. All individuals requesting the beer/beverage permit must be 21 years old or older. Proof required. The issuance of the permit will be incorporated into this contract for signature. No other documents will be issued.

If applicable to this application, sales of alcoholic beverages are regulated by the State of Wisconsin and the Village. Groups who would like to sell beer or wine must be bonafide clubs, fair associations or agricultural societies, churches, lodges, or societies that have been in existence for at least 6 months. Renters must comply with all relevant state statutes and municipal ordinances. The Village Clerk's office must be contacted to obtain appropriate rules and regulations regarding sales and service, as it relates to the sales of alcoholic beverages and permit applications must be submitted no later than thirty (30) days prior to the exhibition.

Birthdate \_\_\_\_\_

Driver's License # \_\_\_\_\_

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex, as stated on page three and four of this document. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties. Upon approval, a permit will be issued to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Individuals must be a least 18 years of age to request a rental permit.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Renter's Name (please print)

\_\_\_\_\_  
Date

**Payment Method**  
(Check all that apply.)

- Checks Payable to:  
*Village of Sussex*
- Cash
- Gift Certificate
- Credit Card

If for any reason payment is returned as "not payable" a service fee of \$30 is charged for each returned submission. Full payment plus accrued service fees must be paid in full to become registered.

**Required Information for Credit Card Transactions (write legibly)**

**Circle One:** Visa   MasterCard   Discover   American Express   **Total Amount:** \$ \_\_\_\_\_

**Card #:** \_\_\_\_\_      **Expiration Date:** \_\_\_\_\_

Entire **name is it appears on the credit card** (please print legibly):  
\_\_\_\_\_

*I Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the Issuer.*

**Signature (REQUIRED):** \_\_\_\_\_

(This portion of the form will be destroyed after transaction is complete.)

# General Rental Regulations

## **RESERVATIONS**

All groups shall make a reservation before utilizing Civic Center rooms. To guarantee facility availability all groups must reserve the facility.

## **FEES & DEPOSITS**

All fees and deposits must be paid at the time of the reservation. The deposits will be cashed at the time of the reservation and any refundable deposit will be returned after the event. Groups may make cash donations instead of payment as long as the amount of the donation is equal to or greater than the required fee and the item to be purchased does not directly relate to the groups use of facilities. Non-profit and fund raising events are required to pay fees. Fees may be invoiced at the discretion of the Village, depending on the type, size and duration of the event.

## **LIMITS TO RESERVATION TIME**

- Hours for rentals: Sunday through Thursday (8am - 8pm), Friday through Saturday (8am - 11 pm)
- Programs and facility needs of the Village of Sussex, Village Board/Committees, and the Pauline Haass Library/Committees take precedence over private reservations. In the event a Village need conflicts with an already approved reservation, an alternate will be provided. If that alternative does not meet the expectations of the renter, a refund will be given.
- Tenants of the Civic Center (i.e. SOS, Historical Society, Chamber of Commerce) will have free use of the first floor meeting room and second floor conference room.
- The Village can not guarantee privacy to any group.
- Reservations may be limited on Memorial Day, July 4, Good Friday, Easter Sunday, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve Day or New Year's Day.
- Reservations are made for a specific time frame. Set-up and clean-up time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled rental time.
- To keep facilities accessible, renters may reserve facilities for a limit of two times a month unless otherwise allowed through contract.

## **LIMITS ON USE OF FACILITIES**

- Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Administrative Services Department.
- Smoking is prohibited inside all Village buildings. Violations of these prohibitions may be punishable by law. All smoking refuse must be disposed of properly into the appropriate trash containers outside the building, as to not litter.
- Groups under the age of 18 are required to have the rental contract signed by a sponsoring adult who must be present during the rental. Additional security may be required and would be a cost incurred by the renter.
- The Village is not responsible for private equipment or material used in a Village of Sussex facility.
- Any facility decorations must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.
- All activities must follow Village Code.
- All announcements, press releases, flyers, etc. related to groups using a Sussex facility must include the following statement: THIS MEETING (PROGRAM/EVENT) IS NOT SPONSORED OR ENDORSED BY THE VILLAGE OF SUSSEX.

## **ACTIVITIES THAT NEED PARK BOARD APPROVAL**

- Large events
- Events open to the public
- Rentals consisting of more than two days per month
- Rentals that will involve soliciting/selling.

**Large special events such as, but not limited to Runs/Walks, Corporate Events, Festivals, etc. are required to submit a special event rental form along with this application.**

# General Rental Regulations

## **HOW TO APPLY**

Make your reservation online by clicking on the link on the Village of Sussex webpage at [www.villagesussex.org](http://www.villagesussex.org) to fill out the form and pay or complete the rental permit form and submit it with the required fees and deposits to the Village of Sussex. The reservation must be submitted at least five (5) business days prior to the reservation date. Reservations are processed on a first-come, first-serve basis and/or with respect to the priority system that has been established. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the contract. Reservation requests for the months of January - March for enclosed facilities will be accepted the first working day in November. All other reservations can be made starting the first working day in January. Requests to hold large reoccurring special events or weddings may be submitted prior to the first working day in January, however no earlier than two years prior to the event date. These events may need approval from the Park and Recreation Board. All rental fees include Wisconsin sales tax (where applicable).

**KEY & DEPOSIT REFUND POLICY:** Providing no damage to turf or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, any refundable portion of the deposit will be returned to the remitter within 30 days after the event. If the rental requires a facility key there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key can be picked up at the Civic Center during normal business hours. Failure of the responsible party to pick up the key and staff is contacted to issue a key, a \$50 fee will be assessed and held from the deposit. The key must be returned to the Civic Center the next business day during the hours of 8:00 a.m. - 5:00 p.m. A minimum of \$50 will be assessed for the failure to empty the trash and recycling receptacles after the event. If the deposit does not cover the costs associated with damage or clean-up to the facility, the responsible party will be invoiced for the remaining fees.

**CANCELLATION POLICY:** Cancellations will be issued ONLY if the department is notified in writing **30 days or more** prior to the scheduled date. Failure to cancel a reservation at least thirty (30) days in advance will result in forfeiture of the entire deposit. If an event is cancelled prior to thirty (30) days before the event date, the group will forfeit a \$25 administrative fee which will be taken from the deposit. All Village activities (i.e. youth sports, special events, special board meetings) supersede any outside reservation. All reservations are subject to review.

**RETURNED CHECKS:** Checks written and returned as not payable will be charged \$30 for each returned submission. Participants will be removed from reservation list until the issuer "makes good" on the amount of the returned checks and pays the accrued service charges in full.

**TAX EXEMPT:** If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the final signed contract. Copies of these certificates are available upon request. Tax-exempt status does not reduce rentals fees, but eliminates paying unnecessary taxes on fees at the end of the year.

## **FACILITY PROBLEMS**

Prior to the day's event, contact the Sussex Civic Center at 262-246-5200. If the problem occurs the day of the event, please call the **Village's on-call employee immediately at 414-587-1965.**

## **SET-UP & CLEAN-UP**

The responsibility for set-up and clean-up is assumed by the group using the facility for all locations with the exception of an evening Board Room rental. Failure to do so will result in loss of deposit as outlined in our Deposit Refund Policy. The person responsible must see that the procedures listed for cleaning are carried out, including but not limited to the following:

- Assume responsibility for the contents and security of the building. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.
- Leave the facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early in the next morning to clean-up. Renters must bag and remove all garbage from the cans and deposit the trash and/or recyclables into the appropriate receptacles that are provided at each location.
- Sweep the floor of the facility, wipe the tables and surfaces after use, and clean up and mop/vacuum any stains or spills. Janitorial supplies are available for use (sink, paper towels, broom, mop, etc.)