

**VILLAGE OF VESPER**  
**Community Center Rental Contract**  
6554 Cameron Avenue, Vesper, WI 54489  
715-421-6369

Renter Name: \_\_\_\_\_ Date(s) of Rental: \_\_\_\_\_

Rentals are from 7am to 12:00am (midnight)

Entire building rental is \$225 per day PLUS \$100 cleaning fee deposit (\$325 total). Meeting room rental is \$100 per day PLUS \$25 cleaning fee deposit (\$125 total) There is a \$40 non-refundable cleaning fee if beer taps are utilized during rental.

All Non-Profit rental fees are \$50 for a meeting room and \$100 for the entire building with no cleaning fees applied.

If there is a need to cancel, it must be done thirty (30) days prior to the event and the full amount will be refunded. Less than thirty (30) day notice will result in loss of refund.

Rental and cleaning fee deposit must be paid within two weeks of booking or application will be canceled.

Rental and cleaning fee deposit must be paid before the building is used.

Evening rentals must have the building cleaned and vacated by 9:30am the next day.

We agree that any damage occurring to said rental property, over and above reasonable wear and tear, shall be paid for by the undersigned to the Village of Vesper.

The cleaning fee deposit will be returned if/when the caretaker inspects the building, and no complaints can be made about the condition of the cleaning including washrooms and grounds. The cleaning fee deposit return will be processed on the second Wednesday of the month following the event by the Village Board.

**Rules and Regulations Concerning Rentals**

Recycling is a must.

Competent adult supervision must be maintained during rental and cleaning.

Renter assumes all responsibilities for personal liabilities.

Decorations (with pins only) must be removed.

The floors must be swept and scrubbed.

The catch pan inside the beer cooler must be emptied and cleaned out when using beer taps.

Bathrooms must be swept and scrubbed, and waste containers emptied.

No charcoal grilling allowed in the building.

All garbage must be removed from inside the building and deposited in the trash hopper.

Lights and fans must be turned off. The thermostats need to be lowered to 55 degrees.

Grounds must be cleared of paper, cups, refuse, etc.

Any damage before, during, or after must be reported to the caretaker.

Keys must be returned per instructions at the time of picking them up.

Any violations of rules and regulations can lead to forfeiture of the cleaning fee deposit.

\_\_\_\_\_  
Renter Signature:

\_\_\_\_\_  
Renters Address

\_\_\_\_\_  
Renters Phone Number

<b>VILLAGE USE ONLY</b>	
Fee:	_____
Cash or Check #:	_____
Date Paid:	_____
Receipt #:	_____