

APPLICATION FOR USE OF ROOMS FOR EVENTS
The Gays Mills Community Commerce Center
16381 State Hwy 131, Gays Mills, WI 54631 – 608-735-4341

Meeting Room and Kitchen Rental Rates	A-Residents & Non-Profits	B-Other & Business Groups	C-Large Receptions & Weddings, Non-Residents	D-Large Receptions & Weddings, Residents
Community Room (theater cap. 300; dinner cap. 160)	\$25/Hour or \$125 all day (2hr Min.)	\$30/Hour Or \$150 all day	\$750 Fri-Sun	\$500 Fri-Sun
Deposit (returnable check w/booking)	\$50	\$50	\$250	\$250
Board Room (cap. 40)	\$25/day	\$25/day	\$50/day	\$50/day
Deposit	None	None	\$25	\$25
Kitchen	\$12/Hour 4 Hour Min.	\$15/Hour 4 Hour Min.	\$15/Hour 4 Hour Min.	\$15/Hour 4 Hour Min.
Deposit	\$50	\$50	\$50	\$50

Notes:

Non-Profits who wish to be exempt from room rentals must submit request to village board in advance

Annual Non-Profit rental rates are \$125 Board Room/Community Room after village board approval

Residents Wedding – Parents or Bride/Groom must live within the village

Rooms(s) Requested (Indicate specific times for each)

o Community Room

o Board Room

o Kitchen

Times Required: _____

 (Includes set-up and tear-down time)

Date(s) Required: _____

Description of Planned Event: _____

Responsible Party Information

Name: _____ **Name of Organization:** _____

Address: _____

Home Phone #: _____ **Work Phone #** _____

Cell Phone #: _____ **Email address:** _____

Release of Liability

For and in consideration of the use of the Gays Mills Community Commerce Center Village Hall and/or Village Board Meeting room, our organization hereby agrees to indemnify and save harmless the Village of Gays Mills from and against any and all loss, damage claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with our organization, and hereby agrees to reimburse the Village of Gays Mills for any and all costs to repair any and all damage that may be caused directly or indirectly to the facilities during the time period of occupancy and/or use of said premises.

 (Responsible Party Signature)

 (Date)

Staff Use Only: \$ / _____ **Deposit/Date** \$ / _____ **Rent/Date Paid** _____ **Auth. By**

COMMUNITY COMMERCE CENTER USAGE POLICY

A. Room Application

All reservations for the use of the Community Room or Board room shall be made through the Village Clerk/Treasure's office. Requests should be made a minimum of five (5) business days before the event. Village functions shall take priority. Reservations are considered on a first-come, first-served basis.

Separate checks for room rental payment, when applicable, and a room deposit, when applicable, must accompany application. All checks payable to Village of Gays Mills.

B. Maintenance of Room(s)

The rooms must be returned to their original condition after each use. If a room is not in proper order when an applicant arrives for event set-up, the Village Clerk's office must be notified immediately:

Room(s) are in proper order when:

- Tables and chairs are clean
- All food and supplies brought in have been removed
- Trash has been bagged, tied and removed to dumpster
- Kitchen, if it has been used, shall be returned to its original condition
- All tables, chairs and equipment are returned to their original location
- Restrooms are returned to their original condition

Cleaning supplies are the responsibility of the room user.

C. Decorations

No decorations shall be attached to the ceiling, walls or windows in the facility by a method that results in disfigurement to those surfaces. Alternate methods may be used, but only when approved in advance.

D. Food & Beverages

Permission to serve food must be requested on the application form.

E. Behavior

Anyone using the facility or being on the premise of the Community Commerce Center and grounds shall be expected to exhibit proper behavior at all times. Failure to comply with the requirement may result in forfeiture of future use of the facility. Disorderly conduct or vandalism may result in expulsion or arrest.

F. Room Accessibility

The Community Room and Board room may be locked when not scheduled for use. Applicants are responsible for turning off lights and locking room doors and entrance doors. If the room(s) are scheduled when the Village Clerk's office is not open, prior arrangements must be made with the Clerk to obtain a key.

G. Heating & Cooling

Heating and air conditioning levels are pre-set and shall not be adjusted.

H. Keys

Keys shall be available for pickup two business days before the event. Keys must be returned to the Village Clerk's office by 4:00 p.m. on the next business day after the event. Applicants may return the key by sealing it in an envelope and dropping it into the Utility Payment drop box in front of the Village Offices entrance. Keys cannot be returned by mail. The responsible person's deposit will be forfeited if key(s) are not returned and he/she will be responsible for the cost of re-keying the doors.

I. Miscellaneous

- Animals are not permitted in the Community Center, with the exception of animals trained or being trained to assist persons with disabilities.
- The wearing of shirts and shoes is required.

Village Clerk Tel.: 608-735-4341 Ext. 2