

City of Portage
Portage Park and Recreation Department
Community Room Rental Contract

Name of Renter: _____

Organization / Business Represented (if applicable): _____

Address of Renter: _____

City _____ Zip _____

E-mail _____ Telephone _____

Estimated Attendance: _____ (*Maximum Occupancy 104*)

Date of Rental: _____

Estimated Time of Use (include prep & clean-up) _____

*Community Room available for use from 8am-10pm

Purpose of Event: (Please check)

☐ Shower

☐ Baby

☐ Bridal

☐ Reunion

☐ Birthday Party

☐ Business Meeting

☐ Other _____

Rentals open to the public require an additional Special Event Permit application.

Waiver of Liability:

Despite the variety of risks that may be present, I hereby release and waive any liability claim against the City of Portage, its employees, and its agents, with respect to any and all claims for injury, disability, death, or loss or other damages based on negligence, related to my, or my party's use of a City of Portage facility.

I understand that I may bargain for a different waiver of liability terms. However, I hereby waive my right to bargain for different waiver of liability terms. I have read this Release and Waiver of Liability and understand its terms. I know that I am giving up substantial rights by signing it, but I do sign it freely and voluntarily.

Please note: The Parks and Recreation Director, or designee, reserves the right to cancel and/or relocate any reservation, if the reservation threatens the integrity of the park and/or facility due to; 1) misrepresentation of information on application, 2) unsafe facility conditions, 3) weather conditions.



LESSEE (Renter) SIGNATURE _____ **DATE** _____

For Office Use Only:

Fee: \$ _____ + \$ _____ + \$250.00 = **Total \$** _____
(rental fee) (tax) (security deposit)

Department Approval Signature _____ **Date:** _____

FACILITY RENTAL RULES & INFORMATION

ROOM DESCRIPTION:

- 1500 sq. ft, hard surface flooring
- 60 chairs and 30 2ft x 5ft tables
- Counter top with electrical outlets. (No sink, refrigerator or kitchen)
- 85" TV mounted on wall with USB & HDMI capability

FEES & USE ELIGIBILITY

- Community Room - \$150/day (resident rate) or \$200/day (non-resident rate), plus 5.5% sales tax.
- Reservations will be accepted one (1) year prior to the rental date request.

SECURITY DEPOSIT AND KEYS

- Renter will be required to drop off a \$250.00 security deposit before they will be given the keys to the facility. The security deposit will be held until after the rental date to ensure the facility is not damaged or left uncleaned.
 - Keys must be returned to office or drop box within 7 days of rental, or \$50 will be deducted from the Security Deposit.
- Security deposits can be made via cash or check. Security deposit will be held and returned after event.

CANCELLATIONS:

- Refunds for facility rentals will be granted if the request is made (30) thirty days prior to the scheduled rental date. A \$10.00 service charge for processing all refunds will apply. If rental party cancels with less than (30) thirty days of notice, they may receive a full refund minus the \$10.00 processing fee **only** if community room is rented by another party.

GENERAL RULES

- Community Room is available for use 8:00am – 10:00pm.
- Cover charges to enter a Community Room are prohibited.
- The person/organization signing the rental contract must be present from the time the building is opened, while the event is in progress, and until all event guests have vacated the premises. Renter may not assign this contract to any other party.
- The City of Portage is not responsible for any equipment or other items left in the Community Room
- Smoking and vaping is prohibited inside the building and within 100 feet of the building at all times.
- The renter assumes all responsibilities for injuries that may occur to persons or participants.
- All setup and deliveries for events is to be done the day of the rental. Please plan accordingly.
- Any damage to the facility upon inspection by City staff will be documented and billed to the renter to include all labor cost and materials for the repair. Damage could result in a loss of all or part of your security deposit.
- Renter is not allowed to use nails, tacks, staples or any other items that will puncture the walls or paste or tape that will leave marks on the walls, windows, mirrors and ceiling. Use of glitter or confetti is **not** permitted
- A snow shovel will be provided in the foyer. Renter will be responsible for the removal of snow from the walkways during their event.
- Renter shall comply with all state laws and city ordinances regarding the use of alcohol on the premises. Renter also agrees to abide by all other state, county and local laws.
- No pets or animals are allowed in the community room.

CLEAN-UP & DAMAGE POLICY:

- The facility is expected to be left in the condition the Renter found it in. Renter is required to remove and take with them any decorations, tape, string, twine, excessive trash, etc. at end of use. Renter is responsible and will be billed for any damage and/or unusual or unnecessary clean-up that is required.
- Renter is responsible for wiping tables/chairs, countertops, mirrors, and returning tables/chairs to storage room.
- Do not overload electrical outlets. Tripped or popped circuits will not be fixed until the next business day.

Please call the Portage Police Dispatch in the event of an emergency - 608-742-2171

I have read and agree to the Rules and Information:



LESSEE (Renter) SIGNATURE _____

DATE _____