

## RENTAL AGREEMENT FOR CURTISS COMMUNITY CENTER

Reservation Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**Payment is required when the reservations are made.**

**MAKE CHECKS PAYABLE TO:**  
 Village of Curtiss Rental Fund  
 PO Box 97  
 Curtiss WI 54422

Person responsible for rental oversight and cleaning:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

For Rental Information call: **715-223-6226**

	Utilization Charge	Deposit
Dining Room	\$50.00	\$200.00
Kitchen	\$50.00	\$200.00
Bar Room	\$50.00	\$200.00
Use of all Rooms	\$150.00	\$750.00

Deposit is returned to the renter WHEN the premises is inspected and in clean condition with NO damages. The premises must be in the same condition when you leave as WHEN you entered. If over 2 hours of cleaning is required by Village staff, all cleaning will be deducted from your deposit at a rate of \$25.00 per hour. If over 5 hours of cleaning is required, your deposit will not be refunded.

- IF GLASS BOTTLES ARE BROUGHT IN, ALL GLASS MUST BE PICKED UP OR YOUR DEPOSIT WILL NOT BE RETURNED.
- ANY DAMAGES TO THE BUILDING, TABLES, CHAIRS, ETC. WILL BE DEDUCTED FROM YOUR DEPOSIT.
- NO PINATAS
- NO SMOKING IN BUILDING
- NO TAPE ON THE WALLS OR CEILINGS
- NO DECORATING KITCHEN
- NO DECORATING BAR ROOM

Music must stop no later than midnight. There must be no loud music outside (if you can hear music from outside when you are inside IT IS TOO LOUD). ALL PARTIES MUST CEASE/STOP BY 2:00 A.M.

Cleaning Rules: **Cleaning must be done before the next day.** If there is no rental the next day, you may ask permission to clean the next day, but **no later** than 10:00 a.m. that day. The key must be returned the same day as cleaning.

**Cleaning Instructions:**

**South Room-Dining Room**

- Wipe off all tables and chairs
- Sweep and scrub the floor
- Remove all your decorations
- Garbage changed and bags replaced

- Place all table and chairs in original order
- Only decorate in dining room
- Wipe off all walls and windows

**Kitchen**

- Clean refrigerator, stove and microwave
- Sweep and scrub all floors
- Sweep and scrub hallway and steps

- Garbage changed and bags replaced
- Cleaning supplies are under the kitchen sink
- Clean counter tops, wipe off walls and windows

**Bathrooms**

- Clean toilets, urinals and sinks
- Sweep and scrub floors

- Clean walls, stalls, mirrors and doors
- Garbage changed and bags replaced

**Bar Room**

- Sweep and scrub floor
- Wipe off tables and chairs
- Place table and chairs in original order

- Garbage changed and bags replaced
- Wipe off bar, cooler, walls and windows

**Handicap Entrance**

- Vacuum all carpets/hallways

- Wipe off all walls, windows and doors

THE VILLAGE OF CURTISS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR ANY ACCIDENTS OR DAMAGES WHILE IN USE OF ITS FACILITIES.

KEY CODE: \_\_\_\_\_

I have read, understood and agree to the above contract: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_