

**Village of Biron Municipal Center**  
**RENTAL APPLICATION**  
 451 Kahoun Road, Wisconsin Rapids, WI 54494  
 www.biron.wi.gov  
 715-423-6580

Person(s) in Charge: \_\_\_\_\_

Dates Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_ to \_\_\_\_\_

Event: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_ Name of Caterer: \_\_\_\_\_

- MAXIMUM CAPACITY HALL RENTAL: 250 PERSONS
- All caterers must have a state/county restaurant license and a copy of their license will be required. The Village of Biron will not be held responsible for lawsuits regarding the caterer.

**Retainer fee must be paid at the time reservation is made to hold the reserved date.**

Municipal Center cannot be booked on a holiday.

<b>BIRON RESIDENT HALL RENT:</b>	
HALL RETAINER FEE (100% Refundable if Rules & Regulations are met)	\$300.00
HALL RENTAL FEE RESIDENT (Up To 250 People)	\$525.00
<b>BIRON RESIDENT MEETING ROOM RENT:</b>	
MEETING ROOM RETAINER FEE (100% Refundable if Rules & Regulations are met)	\$200.00
LARGE MEETING ROOM RESIDENTS – (Up To 100 People) Per Day	\$250.00
SMALL MEETING ROOM RESIDENTS – (Up To 50 People) Per Day	\$150.00

<b>NON-RESIDENT HALL RENT:</b>	
HALL RETAINER FEE (100% Refundable if Rules & Regulations are met)	\$300.00
HALL RENTAL FEE NON-RESIDENT (Up To 250 People)	\$625.00
<b>NON-RESIDENT MEETING ROOM RENT:</b>	
MEETING ROOM RETAINER FEE (100% Refundable if Rules & Regulations are met)	\$200.00
LARGE MEETING ROOM NON-RESIDENT – (Up To 100 People) Per Day/Per Hour	\$300.00
SMALL MEETING ROOM NON-RESIDENT – (Up To 50 People) Per Day/Per Hour	\$200.00

**Terms: Retainer Fee Payment to Hold Date:**

Amount Paid: \_\_\_\_\_ Check or Cash: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

**Balance: Due No Later than 30 Days Prior to Event:**

Amount Paid: \_\_\_\_\_ Check or Cash: \_\_\_\_\_

Date: \_\_\_\_\_

I have read this contract and agree to abide by the terms set forth herein.

Signature (Renter): \_\_\_\_\_ Date: \_\_\_\_\_

Person booking facility assumes all responsibilities and liabilities associated with the hall rental. And full responsibility for the conduct of those using the facility. Person renting must be attending the event. Village of Biron is not responsible for personal items that are broken or stolen during the rental of the Biron Municipal Center.

## MUNICIPAL CENTER RENTAL RULES & REGULATIONS

To be followed by everyone renting or using any said portion of the Biron Municipal Center.

### Rental Terms:

- Cancellations must be in writing 60 days prior to event for retainer fee to be refunded. \$100.00 will be forfeited if cancelled within 60 days of the scheduled event.
- Retainer fee will be refunded within 30 days after the event. The hall and parking lot need to be in satisfactory condition. Any damages or extra cleanup will be deducted from the retainer fee. If the said fee does not cover damages, or extra cleanup costs, or missing items additional money to cover the total will be collected.
- By signing this agreement, the undersigned person(s) booking the hall assumes all responsibilities and liabilities associated with such booking, including but not limited to the adherence to Village ordinances and any local, state or federal law and/or executive order that may be in effect at the time of booking, as well as the use, misuse or abuse of alcoholic beverages by person occupying the Municipal Center during the time of occupancy. Furthermore, the undersigned acknowledges that they are aware of any inherent risks associated with gathering people in a confined space, including but not limited to the risk of contracting COVID-19 and/or any other illness, and by signing agrees to release the Village from any and all liability related such risks. The Village of Biron is a governmental entity entitled to governmental immunity under Wisconsin law and nothing contained in this Agreement shall waive the rights and defenses to which the Village may be entitled thereunder.
- The setup of tables, chairs, portable bars, etc. will be handled by village employees. Security personnel will assist (if needed) persons from activity/event to take down enough tables and chairs for music/dance. Do not put any table and chairs away after cleaning. Our staff will put them away after inspection.
- Decorating the hall and deliveries of liquor and cake for the weekend activities maybe done on Friday between 7:30 a.m. and 3:00 p.m. **If staff needs to open outside of your rental hours you will be charged \$50.00 which will be deducted from your retainer fee.**
- All decorations, gifts and food must be removed from Municipal Center prior to leaving the event.
- **NO:**
  - **Helium balloons are not allowed** because of ceiling fan.
  - Do not sit or stand on tables.
  - Exit doors cannot be blocked or propped open at any time.
  - Decoration cannot be mounted with staples, thumbtacks, tape or glue. Poster putty maybe used. No confetti. Decorations to be hung from ceiling need to be approved by office personnel.
  - The Biron Municipal Center is a NO SMOKING premise.
  - No cash bar is allowed. No tip jars allowed. No tickets can be sold that include alcohol of any kind.
- When Hall is rented by anyone under the age of 21, they must have a co-signer who is at least 25 years of age.
- **The renter must be present at all times during the hours rented. No leaving early. If you must leave early, call the security person to come to the municipal center to lock up. The building must never be left unattended.**
- All activities must be over by 12:30 a.m. and everyone and everything out of the building by 1:00 a.m. If building is not vacated by 1:00 a.m., the full retainer fee will be forfeited.
- All garbage and debris from Municipal Center and parking lot must be picked up and put in furnished containers. Items required by Ordinance to be recycled must be put in properly labeled container, provided by the village. If items are not separated and placed in the proper bins, a \$75.00 fee will be assessed.
- Kitchen cleanup is renter's responsibility. Dish towels and dishcloths are not provided.
- Local telephone calls ONLY from the Municipal Center.
- UAV (Drone) use allowed subject to Village Ordinance 9 Orderly Conduct.
- Hired caterers need to have a state/county restaurant license. A copy of their license (if not on file at the Biron Municipal Center) will be required within 30 days after the retainer fee is received.