

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 _____ Today's Date _____

Dates Requested _____ Time Requested _____ to _____

Event _____ Caterer _____ DJ/Band _____

Address _____ City _____ St _____ Zip _____

Phone Number _____ Email _____ # of people expected _____

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.

The retainer fee must be paid at the time reservation is made to hold the reserved date.

Municipal Center cannot be booked on a holiday.

BIRON RESIDENT HALL RENT: FULL HALL	
HALL RETAINER FEE (100% Refundable if Rules & Regulations are met)	\$300.00
HALL RENTAL FEE RESIDENT (Up To 250 People)	\$525.00
HALL RENTAL FULL WEEKEND FRIDAY- SUNDAY	
	\$900.00
BIRON RESIDENT MEETING ROOM RENT: HALF HALL	
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
NON-RESIDENT HALL RENT: FULL HALL	
HALL RETAINER FEE (100% Refundable if Rules & Regulations are met)	\$300.00
HALL RENTAL FEE NON-RESIDENT (Up To 250 People)	\$625.00
HALL RENTAL FULL WEEKEND FRIDAY-SUNDAY	
	\$1000.00
NON-RESIDENT MEETING ROOM RENT: HALF HALL	
MEETING ROOM RETAINER FEE (100% Refundable if Rules & Regulations are met)	\$200.00
LARGE MEETING ROOM NON-RESIDENT – (Up To 100 People) Per Day	\$300.00
SMALL MEETING ROOM NON-RESIDENT – (Up To 50 People) Per Day	\$200.00

PLEASE CHECK THE ITEMS NEEDED – THEY ARE PROVIDED BY THE VILLAGE AT NO EXTRA COST BUT MUST BE CHECKED IN ORDER TO USE:

___ PORTABLE BAR ___ PODIUM ___ WARMING BUFFETS ___ VIDEO SCREEN

Terms: Retainer Fee Payment to Hold Date:

Amount Paid _____ Cash or Check # _____ Date _____

Received by _____

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

Amount Paid _____ Cash or Check # _____ Date _____

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

Signature (Renter) _____ Date _____

The 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. The Village of Biron is not responsible for personal items that are broken or stolen during the rental of the Biron Municipal Center.

CONTINUE ON OTHER SIDE →

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 the event for the retainer fee to be refunded. \$100.00 will be forfeited if cancelled within 60 days of the scheduled event.
- The 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 billed to the rental party.
- 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 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.
- **Tables and chairs are provided by the Village as part of the facility use. ALL TABLES AND CHAIRS NEED TO BE WIPED DOWN AFTER THE EVENT. TABLES MAY STAY UP, BUT ALL CHAIRS NEED TO BE PUT AWAY ON RACKS. FLOORS NEED TO BE SWEEPED AND MOPPED. All cleaning towels and supplies will be available to you.**
- Decorating the hall and deliveries of liquor and cake for the weekend activities may be done on Friday between 7:00 a.m. and 1:00 p.m. Municipal office hours are only till 1:00 p.m. on Friday. Arrangements can be made to help accommodate your needs. Please call the Facilities Manager at 715-423-6580.
- 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 fans.
 - 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, or glue. Poster putty maybe used. No confetti. Decorations to be hung from ceiling need to be approved by office personnel.
 - No pyrotechnics allowed without a permit from the Biron Fire Department. Permits may be obtained from the Fire Chief or Assistant Fire Chief. An officer of the Fire Department must inspect the pyrotechnics before they are used. Use of pyrotechnics without the appropriate permit is subject to penalties.
 - 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.
- Reservations will only be issued to persons of 21 or older, and one of the applicants listed on the rental agreement will attend the function for which the application was made.
- All activities must be over by 11:30 p.m. and everyone and everything out of the building by 12:00 a.m. If the building is not vacated by 12:00 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 outside of single east hall door. Items required by Ordinance to be recycled must be put in a 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.
- 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.

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

Renters Signature

Date