

TOWN OF BURKE

5365 Reiner Road, Madison, WI 53718 • (608) 825-8420 • TownofBurke.com

BURKE FACILITY RENTAL AGREEMENT

RENTAL TYPE:

☐ Outdoor Park Shelter (up to 75 people)

☐ Community Room Small Event (up to 50 people, five 8' tables & 50 chairs)

☐ Community Room Large Event (up to 100 people, twelve 8' tables & 100 chairs)

☐ Community Room Training, Meeting, Education WEEKDAY (up to 100 people)

☐ Community Room Burke-Based Club/Organizations WEEKDAY (Lions, HOAs)

RENTAL FEE:

\$250.00/day

\$300.00/day

\$500.00/day

\$150.00/event

\$100.00/year

DEPOSIT:

\$250.00

\$500.00

\$500.00

\$250.00

\$250.00

Submit payment for rental fee and deposit payable to Town of Burke with rental agreement.

Cancellation fee of \$50 will be deducted from refund for cancellations less than 14 days prior to rental.

APPLICANT/EVENT INFORMATION

| | | | | |
|---|-----------------------|---------------------|-------------------------|-------------------------|
| NAME OF RESPONSIBLE PARTY (must be present day of rental) | | MAILING ADDRESS | | |
| PHONE | | EMAIL | | |
| EVENT DESCRIPTION | | | APPROXIMATE ATTENDANCE | |
| EVENT DATE / / | BEGIN TIME : AM/PM | END TIME : AM/PM | #CHAIRS NEEDED (INDOOR) | #TABLES NEEDED (INDOOR) |

FACILITY RULES & REGULATIONS:

1. No smoking in Town Hall Building. If smoking outdoors, cigarette butts must be properly disposed of.
2. Alcohol may be served only at private events (not publicly advertised) at no charge to attendees over the age of 21.
3. No pets allowed in Town Hall Building or in Burke Park (except service animals).
4. Use of adhesive, tape, tacks, nails, staples, screws or any fasteners prohibited (Town Hall Building & Park Shelter).
5. No confetti, glitter, rice may be used/thrown.
6. Placement of tents, bouncy houses and other temporary structures on Town Hall or Park property is prohibited.
7. Amplified sound devices prohibited in park unless prior authorization is sought from Town Board.
8. Renter must supply own cleaning supplies, dishes, etc. Town provides broom/mop for indoor rentals.
9. All trash and recycling generated from your event must be taken to dumpsters by Town Garage.
10. Outdoor park shelter rentals must be complete by 10 p.m. Indoor rentals must be complete by midnight.

SECURITY DEPOSIT FORFEITURES:

1. Fail to secure/lock building = \$250 fee plus cost of missing items or damage from leaving building unlocked.
2. Damages to facilities charged at actual cost of items/repair parts plus labor cost of \$50/hour.
3. Fail to complete cleaning checklist items = labor cost at \$50/hour, 2-hour minimum.
4. Fail to return tables/chairs to layout on refrigerator & place extra tables/chairs on storage racks/stacks, \$50 flat fee.

The undersigned agrees to be personally liable to the Town of Burke and to indemnify the Town of Burke for property damage and for any expense incurred by, at, or in consequence of use of Town of Burke facilities. The undersigned further agrees to hold the Town of Burke, its servants, agents, and employees harmless from any and all causes of action, claims or damages arising out of the use of Town of Burke facilities by the undersigned, and any and all persons permitted on the premises at the facilities by the undersigned. The undersigned further agrees to abide by the above-listed regulations for use of Town of Burke facilities as well as Title 4, Chapter 5 of the Town of Burke Code of Ordinances regarding Regulation of Parks and Navigable Waters.

APPLICANT SIGNATURE: _____

DATE: _____

| | | | | | | |
|----------------|---------------|---------|-------------------|---------|--------------|-------|
| OFFICE USE: | Fee Received: | Check#: | Deposit Received: | Check#: | Approved by: | Date: |
|----------------|---------------|---------|-------------------|---------|--------------|-------|

PARK SHELTER RENTAL CHECKOUT

Complete & leave in mailbox outside Town Hall entrance

- ___ Trash and recycling generated during rental taken to dumpsters by Town Garage.
- ___ Outdoor bathrooms used during rental are reasonably cleaned.
- ___ Floor of park shelter and parking areas used by your guests are free of debris (including cigarette butts).
- ___ Coals of grill are completely extinguished.
- ___ Lights are turned off.
- ___ Report known issues/damage: _____

Failure to complete items on this checklist will result in use of deposit funds as follows:

1. Damages to facilities charged at actual cost of items/repair parts plus labor cost of \$50/hour.
2. Fail to complete cleaning checklist items = labor cost at \$50/hour, 2-hour minimum.

| RENTAL DATE | PERSON COMPLETING CHECKLIST | PHONE NUMBER |
|---|--|-------------------------|
| <i>Deposits are returned via check to the party who paid for the rental. If damage exceeds the deposit amount, the renter will be invoiced for costs in excess of deposit. The Town will pursue collection and/or legal action for unpaid invoices.</i> | | |
| OFFICE USE: | Description of damages/deposit deductions: | Amount Returned & Date: |

COMMUNITY ROOM RENTAL CHECKOUT

Complete & leave on island in Town Hall lobby

- ___ Tables & chairs wiped down
- ___ Tables & chairs returned to match room layout on refrigerator; extra tables chairs returned to racks/stacks.
- ___ Community Room floor swept and any spills mopped.
- ___ All food/beverages removed from refrigerator and refrigerator wiped down as needed.
- ___ Kitchen counter, sink and microwave wiped down as needed.
- ___ Kitchen floor swept and any spills mopped.
- ___ Trash and recycling taken to dumpsters by Town Garage.
- ___ Restrooms clean (no paper on floor, toilets flushed/clean). Toilet brush & plunger in large stall if needed.
- ___ Parking areas used by your guests are free of debris (including cigarette butts).
- ___ All doors pulled tight & locked.
- ___ Code is entered on keypad to lock building (ensure light is red before leaving).
- ___ Report known issues/damage: _____

Failure to complete items on this checklist will result in use of deposit funds as follows:

1. Fail to secure/lock building = \$250 fee plus cost of missing items or damage from leaving building unlocked.
2. Damages to facilities charged at actual cost of items/repair parts plus labor cost of \$50/hour.
3. Fail to complete cleaning checklist items = labor cost at \$50/hour, 2-hour minimum.
4. Fail to return tables/chairs to layout on refrigerator & place extra tables/chairs on storage racks/stacks, \$50 flat fee.

| RENTAL DATE | PERSON COMPLETING CHECKLIST | PHONE NUMBER |
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| OFFICE USE: | Description of damages/deposit deductions: | Amount Returned & Date: |