

TOWN OF BURKE

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

BURKE FACILITY RENTAL AGREEMENT

RENTAL TYPE:

RENTAL FEE:

DEPOSIT:

<input type="checkbox"/>	Outdoor Park Shelter (up to 75 people)	\$250.00/day	\$250.00
<input type="checkbox"/>	Community Room Small Event (up to 50 people, five 8' tables & 50 chairs)	\$300.00/day	\$500.00
<input type="checkbox"/>	Community Room Large Event (up to 100 people, twelve 8' tables & 100 chairs)	\$500.00/day	\$500.00
<input type="checkbox"/>	Community Room Training, Meeting, Education WEEKDAY (up to 100 people)	\$150.00/event	\$250.00
<input type="checkbox"/>	Community Room Burke-Based Club/Organizations WEEKDAY (Lions, HOAs)	\$100.00/year	\$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, smoke machines, or vaping in the Building. If 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.
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. All rentals must be complete by 10 p.m.

SECURITY DEPOSIT FORFEITURES:

1. Fail to secure/lock building = Full deposit plus cost of missing items or damage from leaving building unlocked.
2. Cause alarms to sound and emergency response to be called - Full deposit plus cost incurred.
3. Damages to facilities charged at actual cost of items/repair parts plus labor cost of \$50/hour.
4. Fail to complete cleaning checklist items = labor cost at \$50/hour, 2-hour minimum.
5. 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:
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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
<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: