

Check date availability by calling 715-687-4166 prior to submitting a Rental Agreement.

Village of Stratford FACILITIES RENTAL AGREEMENT

Name: _____ (Hereinafter referred to as "Lessee")

Group / Company Name (if applicable): _____

Address: _____

Phone: _____ Are you a Village Resident? YES NO

Event Date: _____ Day of Week: _____

Type of Event: _____ Approximate hours: _____

- Klemme Park**
350 North 3rd Avenue
 Klemme Reserve
600 East North Street
 Community Hall
300 East Larch Street
- Performance Stage**
(at Klemme Park)
 Connor Park
415 East Elm Street

I, the Lessee, by my signature below, do hereby make application to rent a facility owned by the Village of Stratford, agreeing to the Terms and Conditions of this Rental Agreement.

Signature: _____ Date: _____

FACILITY / PARK	✓	USE FEE (Per Day)		TOTAL USE FEE	Refundable Deposit (Keys and Damage)
		Resident	Non-Resident		
Klemme Park		\$25.00	\$50.00		\$25.00
Klemme Reserve		\$25.00	\$50.00		\$25.00
Community Hall -- No Kitchen		\$25.00	\$50.00		\$25.00
-- With Kitchen		\$50.00	\$75.00		\$25.00
Performance Stage		\$25.00	\$50.00		\$25.00
Connor Park -- Ball Diamond		\$25.00	\$50.00		\$25.00
-- Field Lights		n/a	n/a		\$25.00
-- Announcer's Booth		n/a	n/a		\$35.00 first key \$3.00 per add'l key
-- Field Equipment Room ... Key #3		n/a	n/a		\$35.00 first key \$3.00 per add'l key
-- Storage Area ... Key # _____		n/a	n/a		\$35.00 first key \$3.00 per add'l key
➤ TOTAL PAYMENT DUE Cash OR Two separate checks in the appropriate amounts ➤				\$	\$
				Cash / Check # _____	Cash / Check # _____
COMMENTS: _____ _____ _____				Use Fee Retained	Deposit Refunded

Revenue Account #48200

Return completed form with Use Fee and Deposit to: Village of Stratford, 265 North 3rd Avenue, P.O. Box 12, Stratford, WI 54484-0012

Village of Stratford FACILITIES RENTAL AGREEMENT -- TERMS AND CONDITIONS --

The Village of Stratford is proud to have parks and facilities available for public use. We request your cooperation to keep these areas in favorable condition. The following Terms and Conditions, as well as all Village Ordinances apply to your personal use of Village facilities.

KEY PICK UP: The facility key(s) will be available for pick up during regular office hours in the Municipal Building the day prior to the event or weekend. A \$5.00 penalty will be assessed if the key is not picked up during office hours and you contact a Village employee after hours.

KEY RETURN: The facility key(s) must be returned to the Municipal Building during regular office hours on the next business day following the event. There will be a charge of \$5.00 per day for failure to return the key.

RENTAL PERIOD: Rental fees are paid on a per day basis, midnight to midnight. It is likely that other individuals have rented the facility on the day prior to and/or following your event. Early set-up and next day clean-up are discouraged.

GARBAGE: Any and all garbage created by your event must be removed from the premises and properly disposed of. Recycling is mandatory. A broom and dustpan are available in each shelter. The Village of Stratford does not provide garbage bags. (Connor Park – Garbage may be placed in the ball park’s dumpster.)

SIGNS / DECORATIONS: Do not attach signs, posters, banners, tablecloths, etc. to the structure or furnishings using staples, tape, or other items that could cause permanent damage.

ELECTRICITY: If you are using larger electrical appliances, i.e. Nesco roasters, you will avoid blowing breakers by spacing those items around the structure. In some facilities, the Village has outdoor lighting set on timers...please DO NOT tamper with the electrical breakers.

VILLAGE PROPERTY: ALL equipment and furnishings supplied at the park will remain at the location. NO Village property may be removed from the location to which it is designated. (Connor Park -- Concrete picnic tables are very heavy and very costly. To avoid damage, please DO NOT move them from their set locations.)

DAMAGES: Upon follow-up inspection of the facility and surrounding area, the Village of Stratford reserves the right to withhold the deposit to cover the cost of cleaning, garbage removal, fees for failure to return the key, and/or costs for repair of damages caused by the neglect of the Lessee and/or your guests. Damage not covered by the deposit will be charged to the Lessee. (Village Residents: Unpaid damage fees will be added to your property tax bill as a special charge.)

WINTER RENTAL (Klemme Reserve): Heat inside the shelter is regulated by the thermostat. Use at your comfort level and return the thermostat to the winter setting as when you arrived.

CANCELLATION: In case of cancellation, the Use Fee will be refunded. The Village will retain the \$25.00 Deposit.

SERVICE GROUPS: The Village of Stratford will waive the Use Fee for local school or community service groups wishing to use the Village facilities. Service groups include but are not limited to: school activities, scout troops, Lions Club, PTO organization, etc. Service groups will pay the required deposit and are subject to the above terms and conditions.

**The Village of Stratford is not responsible for lost or stolen property.
Please report any concerns when you return the key.**

Police or Medical Emergency 911	Police Non-Emergency 687-3131	Public Works Dept. 687-4118	Village Clerk 687-4166
--	--	--	---------------------------------------