

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: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Are you a Village Resident?  YES  NO

Event Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Approximate hours: \_\_\_\_\_

If you intend to have any tents, special equipment, or play structures, please describe: \_\_\_\_\_

Please make arrangements to meet with our Public Works department to select a suitable location.

**\*Use of equipment that requires excess water usage, such as slip & slides, dunk tanks, or temporary pools, will incur an additional \$25 surcharge, per day, payable with the rental fee.\***

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-Res	*Water		
<b>Klemme Park</b> - 213133 Legion St		\$50.00	\$100.00	\$25.00		\$150.00
<b>Klemme Reserve</b> - 119450 North St		\$50.00	\$100.00	\$25.00		\$150.00
<b>Community Hall</b> - 118900 Larch St		\$50.00	\$100.00	\$25.00		\$150.00
<b>Performance Stage</b> - 213133 Legion St		\$50.00	\$100.00	\$25.00		\$150.00
<b>Connor Park</b> -- Ball Diamond		\$50.00	\$100.00	\$25.00		\$150.00
-- Field Lights - 119121 Logger St		n/a	n/a	n/a		\$150.00
-- Announcer's Booth & Restrooms...Key #5**		n/a	n/a	n/a		\$35.00 first key \$3.00 per add'l key
-- Field Equipment Rm ... Key #3 **		n/a	n/a	n/a		\$35.00 first key \$3.00 per add'l key
** Booth, restroom, and equipment keys are for officially sanctioned events only.						
➤ <b>TOTAL PAYMENT DUE</b> Cash <b>OR</b> Two separate checks in the appropriate amounts ➤					\$	\$
					Cash / Check # _____	Cash / Check # _____
COMMENTS: _____ _____ _____					<b>Use Fee Retained</b>	<b>Deposit Refunded</b>

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 penalty resulting in the forfeiture of the full deposit 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. If you wish to set up in advance or have extra time for clean up, you must reserve and pay for the extra day(s) required.

**GARBAGE/RECYCLING:** **Any and all garbage & recycling 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** remove 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 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. Groups requiring the lights at Connor Park must pay the Use Fee.

**INDEMNIFICATION/HOLD HARMLESS:** To the fullest extent permitted by law, Lessee shall defend, indemnify and hold harmless the Village of Stratford and its employees, officers, agents, officials, volunteers and insurers from and against claims, damages, losses and expenses, including but not limited to attorney’s fees, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, but only to the extent caused by the negligent and/or intentional acts or omissions of the Lessee, or Lessee’s agents, employees and/or guests, regardless of whether such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

**If you intend to have any tents, special equipment, or play structures at your event, please contact the Public Works crew to locate a suitable area. Contact Diggers Hotline (Dial 811 or 800-242-8511) when needed.**

**\*\* CLEANING: It is the responsibility of the lessee to clean up after each event. This includes vacuuming, sweeping, cleaning counters & furniture, removing garbage, etc...\*\***

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

<b>Police or Medical Emergency 911</b>	<b>Police Non-Emergency 715-687-3131</b>	<b>Public Works Dept. 715-687-4118</b>	<b>Village Clerk 715-687-4166</b>
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**AFTER HOURS MAINTENANCE OR QUESTIONS SHOULD BE DIRECTED TO PUBLIC WORKS.**