VILLAGE OF CLEVELAND

1150 W. WASHINGTON AVENUE, PO BOX 87, CLEVELAND WI 53015, (920) 693-8181

VFW CLUBHOUSE

1221 PARK LANE, CLEVELAND WI 53015

Name _____   Event Purpose _____

Organization _____   Date(s) Reserved _____

Address _____   Contact Phone _____

_____   Amplifying system: No____Yes____ (separate application)

<mark>**Board approval is required if your event includes a speaker or speaker system. File the *Amplified System Application* at least two weeks prior to the next regularly scheduled Village Board meeting. Meeting dates are available from the Clerk's Office.**</mark>

Rental Fee: $100 per day or weekend (Friday – Sunday) plus $200 security deposit
> **Hours are 6 AM to 11 PM**

Hourly Fee: $20 per hour plus $40 security deposit, $20 each hour thereafter, 3 hour minimum, Monday thru Thursday only
> Nonprofit groups are eligible for the hourly rate any day of the week

This document and all fees must be received in the Clerk's Office to receive key code.

1. All activities are subject to Village ordinances, including noise.

2. Any and all damages to the building or its contents may result in the forfeit of your deposit; and the person, persons, or organization renting the building will be responsible for any damage or ordinance violations taking place during the rental.

3. You are responsible to supply hot pads, serving utensils, dish cloths and towels, and dish detergent.

4. The Village will supply the following items: broom, mop, wash bucket, bathroom products, and garbage and recycling bags. The bags should be tightly closed and may be left in the building for removal by the Dept. of Public Works.

5. No decorating activities will be allowed prior to the rental date. All decorations must be removed and cleaning completed prior to leaving at the end of the rental period.

6. No fireworks, campfires or fire pits.

7. No smoking.

8. No outdoor camping, recreational vehicles, or camper trailers.

9. No pets in the building, other than service animals.

10. A reasonable attempt should be made to return tables and chairs to their original locations.

11. Lock all doors, turn off the lights, and turn off the air conditioning or lower the heat to 50 degrees upon exiting the premises.

I have read the regulations and understand and agree to pay for any damage arising from the use of the building. It is also understood and agreed that if I fail to clean up properly, the deposit fee will not be returned.

The Village does not supply liability insurance for events and activities in the care, custody and control of the applicant.

Signature _____   Date _____

(For Office Use Only)

Payment: Cash _____   Check # _____   PSN _____   Date _____

Park inspected by _____ Date_____   Percent of deposit released _____ Date _____ Initials _____

Inspection Notes _____

Key Code: