

**Renter Information:**

Renter's Name: \_\_\_\_\_

Date of application: \_\_\_/\_\_\_/\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**Rental Information:**

Requested Rental Date: \_\_\_/\_\_\_/\_\_\_

Time of Rental: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of attendees expected: \_\_\_\_\_

*Please circle the facility requested:*

Beach House Peak (Memorial Day – Labor Day)	Beach House Non-Peak	Warren Dailey Cabin	Gym/Conference Rooms	Tennis Courts	Additional Tables & Chairs
\$40/hr plus \$100 security/cleaning deposit	\$20/hr plus \$100 security/cleaning deposit	\$20/hr plus \$100 security/cleaning deposit	\$15/hr *additional cleaning deposit may be required	\$5/hr per court for private or professional use	# _____ \$5.00/ table # _____ \$1.00/ Chair

**Rental Rules:**

- The Village will supply 4 tables (Village Center, 6' tables, Cabin, 5' tables, Beach House, Card Tables) and 16 chairs included with your rental. If you need additional tables and chairs these are available for additional fees. Notification of additional items must be requested at the time of rental and must be completed at least 2 business days in advance of your rental. The Village has a maximum of 70 chairs available and 20 tables any specific day. Availability is subject to other rentals of the facilities. The Village does not rent or supply the following items: projectors, computers, screen or tents.
- Renters must abide by Mass Gathering restrictions set by local health department. Phase 1: 25 inside or 25% capacity/50 outside; Phase 2: 50 inside or 50% capacity/100 outside. Renters will be required to make sure their guests maintain 6' apart during the rental.
- The Village will make all efforts to maintain proper cleanliness and sanitation of facilities per to rental; however, renters should be aware of the presence of viruses and take necessary precautions to protect themselves and their guests.
- Renters and their guests will need to be in good health with a temperature of less than 100.4
- Renters and their guests should encourage one another to frequently wash their hands with soap and water. If not available, the use of hand sanitizer with at least 60% alcohol may be substituted.
- Renters must follow all rules and policies of the facility, in addition to all Village ordinances.
- Reservations can only be made by Village of Maple Bluff residents or guests sponsored by residents.
- All rentals must end at 10:00pm, unless written approval by Village Administration.
- Any damage to the facility and/or equipment will be paid by the renter.
- Smoking is not allowed in facilities.
- Selling of intoxicating liquors is not allowed on the premises without Village Board approval.
- Noise shall be kept at a reasonable volume.
- Items may only be placed in the facility during allotted rental time requested. Should renter require set-up and/or take down time, this should be included in the rental request.
- Swimming at the Beach Park must end by sunset or as directed by lifeguard staff, whichever is earlier.
- Beach House rentals must have 2 lifeguards present between Memorial Day – Labor Day.
- Beach House rentals cannot be made between 9:00am – 7:00pm between Memorial Day – Labor Day.

**Keys:**

All facilities are kept locked and keys should be checked out from the Village administration office the week of the rental during business hours (M – F, 7:30am – 4:30pm). All keys must be returned no later than 24 hours following the event rental. Keys cannot be checked out after office hours have ended. If the renter loses the key or fails to return the key, replacement charges will be assessed to renter. **The Village Center and gym will remain locked outside of business hours; renters are able to obtain a key job to gain access prior to rental. In the event the gym or Village Center is locked and renter does not have a key job; renters should ring the doorbell in the vestibule. On rare occasions, duty staff maybe unavailable to unlock the door due to an emergency call. In this situation, the renter will need to wait until personnel return.**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Rental: \$ \_\_\_\_\_ Tax (5.5%): \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_

**Office Use Only:**

Amount Paid: \_\_\_\_\_ Added to Calendar: \_\_\_\_\_ Date key issued: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_