

Renter Information:

Renter's Name: _____

Date of application: ____/____/____

Address: _____

Phone: _____

Email: _____

Requested Rental Date: ____/____/____

Time of Rental: _____

Type of Event: _____

Number of attendees expected: _____

Do you intend to have amplified noise at your event? ____ Y ____ N

Will your event have a tent greater than 10' x 10' (\$50 fee)? ____ Y ____ N

Will your event be selling alcohol? ____ Y ____ N

Please circle the facility requested:

Beach House Peak (Memorial Day – Labor Day)	Beach House Non-Peak	Warren Dailey Cabin	Gym/Conference Rooms	Tennis Courts	Commercial Rentals	Additional Tables & Chairs
\$40/hr.	\$20/hr.	\$20/hr.	\$15/hr. *Additional cleaning deposit may be required	\$5/hr per court for exclusive use	Rates are double resident rates \$20.00/hr for park space	# _____ \$5.00/ table # _____ \$1.00/ Chair

Rental Rules:

1. **Reservations of Village facilities and park space can only be made by Village of Maple Bluff residents or guests sponsored by residents.**
2. 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.
3. Renters must abide by all restrictions and guidelines set forth from local public.
4. The Village will make all efforts to maintain proper cleanliness and sanitation of facilities prior to rental; however, renters should be aware of the presence of viruses and take necessary precautions to protect themselves and their guests.
5. The use of nails, tape, tacks, or the like to fasten decorations to walls, doors or ceiling are prohibited. Glitter, rice, birdseed, etc. may not be thrown or used as a tabletop decoration. Candles are not allowed.
6. All renters must complete cleaning checklist following each rental event. Trash should be removed and placed in the appropriate trash receptacles.
7. Renters must follow all rules and policies of the facility, in addition to all Village ordinances.
8. All rentals must end at 10:00pm, unless written approval by Village Administration. Exception, Village Center must end at 9:00pm.

9. Any damage to the facility and/or equipment will be paid by the renter.
10. Smoking is not allowed in facilities.
11. Selling of intoxicating liquors is not allowed on the premises without Village Board approval. The Village Board meets the second Tuesday of each month.
12. No person shall make or cause to be made any loud, disturbing, or unnecessary sounds or noises which may annoy or disturb a person of reasonable sensibilities in or about any public street or park §160-6. All activities that include amplified noise are only allowed between 7:00am to 9:00pm, Village Ordinances §192-7.1. **All renters who are requested to turn down amplified noise by Village staff should do so immediately; failure to comply will result in immediate removal from the facility and further fees may be imposed.**
13. Tents greater than 10'x10' require an inspection and a permit issued by the Village.
14. 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.
15. Swimming at the Beach Park must end by sunset or as directed by lifeguard staff, whichever is earlier.
16. Beach House rentals may have 2 lifeguards present between Memorial Day – Labor Day dependent on lifeguard staff availability.
17. Rentals cannot be made between 9:00am – 7:00pm between Memorial Day – Labor Day, as the Village's parks and shelters are intended for all guests.
18. Reservations of the Beach Park Tennis Courts can only be made between 7:00am – 9:00pm.
19. *Commercial use of facilities is described as an activity, event or gathering which charges a fee to participate. Examples may include but are not limited to the following: sales presentations, charitable events, fitness programming, boot camps, programming, use by a 501(c)(3) or other non-profit entities and leagues.*
 - a. *A Commercial Rental Request must be sponsored by a Village Resident. Resident will not be required to attend rentals.*
 - b. *Commercial requests will be considered for approval should no Village sponsored program, event, or maintenance be scheduled, and/or no Village resident requests same space.*
 - i. *If a commercial rental has already been scheduled, a resident request for the same space will take priority and the commercial rental will be moved or canceled no less than providing 5-day notice.*
 - c. *Commercial request will be considered no more than 3-months in advance and will only be allowed for up to 2 rentals per week, with a maximum of 4-hours, whichever is less. Exceptions may be requested in writing to the Village Administrator or their designee.*
 - d. *Commercial renters will not be permitted to store items in facilities.*
 - e. *Commercial renters must provide a certificate of insurance liability prior to rental date.*
 - f. *Commercial renters must allow resident participation in their programming.*

Keys:

*All facilities are kept locked, and a key fob should be checked out from the Village administration office the week of the rental during business hours (M – F, 8:00am – 4:00pm). All keys must be returned no later than 24 hours following the event rental. Key fobs cannot be checked out after office hours have ended. If the renter loses the fob 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 fob to gain access prior to rental. In the event the gym or Village Center is locked, and renter does not have a key fob; 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%): \$ _____

Office Use Only:

Amount Paid: _____ Added to Calendar: _____ Date key issued: _____ Deposit Returned: _____