

Montfort Community Building/Rules & Rental Agreement

The following applies to any person or persons or non-civic organizations

- Auditorium rental fee is \$75 per event plus \$500 deposit. The deposit will be held until after the event and shall be paid back after an inspection by a Village representative. This deposit will be paid back issued by the Village Clerk.
- If alcohol beverages are present or sold law enforcement official must be present. The renter will contact Grant Co. Sheriff to arrange an officer to be present from beginning to end of the event. This expense will be the responsibility of the renter and must be paid within 48 hours of the event. A receipt must be presented to the Village Clerk prior to keys being issued.
- A rental agreement must be filled out in advance of the event. No verbal request accepted. Once event is submitted with this agreement the date will be booked and renter must have rental fee, deposit, & officer fees (if required) to the Village Clerk 48 hours prior to event or no keys will be issued. You must sign key out and back in at the Clerk's office.
- The renter is responsible for all minors on premise during the event. Any damages not covered by the deposit maybe assessed by the Chairman of Public Property Committee and will be charged to the renter. We recommend that the renter or a representative of the event be present during the inspection. The rest rooms of the Community Building shall be cleaned after each use with approval of Village Clerk or Chairman. If addition cleaning is necessary, the renter shall be billed for hired cleaning.
- The Village Board may accept or decline any or all rental applications of the building.

The following applies to any Civic Organizations by the Village Board.

Any person, persons or organization outside of the Village of Montfort:

- May rent the auditorium of the Montfort Community Building for a charge of \$20 for a meeting lasting three hours or less. The fee shall be paid at least 48 hours in advance of the meeting.
- Organizations within the Village of Montfort may use the auditorium of the Montfort Community Building free of charge however; a \$500 deposit must be paid to the Village Clerk 48 hours prior to event. Upon receipt of this deposit, keys to the building will be issued. It is recommended that you turn your application in as soon as you can to reserve the date.

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Applicant (Print)

Applicant Signature

Address

City

State

Date of Event

Will Alcohol be Served or Sold

Picnic/Bartender License Needed

Date of Village Approval

Approval

Title

Date

Fees Collected: Rental: \$ _____

Deposit: \$ _____

Law Enforcement: \$ _____

Picnic License \$ _____

Bartender License \$ _____

Total Fees Collected: \$ _____ Date Collected: ____/____/____

Collected By: _____ Title _____

Inspection By: _____ Date: ____/____/____

Amount of Deposit Returned: \$ _____

Damage Amount Assessed: \$ _____

Key's out by: _____ Date: _____

Key's returned by: _____ Date: _____

* See back for comments of pre-inspection & post inspection