

Montfort Community Building / Rules Rental Agreement



Return to:

Village of Montfort
102 E. Park Street, PO Box 157
Montfort, WI 535693

Applicant (Print)
Phone #: _____

Applicant Signature

Address

City

State

Date of Event

Approval

Title

Date

Fees Collected: Rental: \$ _____
Deposit: \$ _____

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: _____

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 \$250 deposit. If paying by check, please issue separate checks for rental and deposit. The deposit will be held until after the event and shall be given back after an inspection by a Village representative.
- Alcohol beverages are not to be present or served on the premises.
- A rental agreement must be filled out in advance of the event. No verbal requests accepted. Once event is submitted with this agreement the date will be booked and renter must have rental fee and deposit 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 renter is responsible to clean the Auditorium and restrooms at the end of event. If additional 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.
- Rental is for day of event only. All events must be finished and room cleaned up by 12:00am (midnight)
- 100-person capacity at one time.