VILLAGE OF Rothschild

Rothschild Pavilion Rental Agreement
Event Type – Wedding

Description of Event: _____

Contact: _____ **Name of Event:** _____

Address: _____ **Company Name** (if applicable): _____

City/State/Zip: _____ **Alternate Contact:** _____

Email: _____ **Alternate Contact Phone:** _____

Phone Number: _____ **Rental Date(s):** _____

RENTAL RATES:

Type of Rental	2025 Rental Fees	2026 Rental Fees	2027 Rental Fees	2028 Rental Fees	2029 Rental Fees
Monday – Thursday	$350.00	$350.00	$350.00	$350.00	$350.00
Friday/Saturday	$1800.00	$1900.00	$2000.00	$2100.00	$2200.00
Friday-Saturday Combo	$2700.00	$2850.00	$3000.00	$3150.00	$3300.00
Sunday	$800.00	$800.00	$800.00	$800.00	$800.00
Sunday Afternoon (2pm Start)	$400.00	$400.00	$400.00	$400.00	$400.00

- Security deposit $500.00 – Valid credit card must be on file

**Friday-Saturday Combo pricing must rent both Friday & Saturday.*

***Late Clean up option available for Sunday mornings until noon $300.00*

ROTHSCHILD PAVILION SUMMARY OF RULES (Initial Line)

_____ Use of the premises begins at 7:30 AM on the rental date. If you arrive early/stay late a $50.00 per ½ hour will be charged to your security deposit. The event must be over by 12:00 AM and premises vacated by 3:00 AM. If the Late Clean-Up option is not chosen, (or available) the event applicant MUST have the Pavilion cleaned and restored to its condition prior to applicant's use by 3:00 AM. All personal property and/or rented property must be removed from the building. Failure to remove items from the Pavilion could result in a penalty to be withheld from the security deposit.

_____ Applicant shall be responsible and pay for any damages or extra charges incurred to the premises or furnishings, apparatus, or equipment therein which has occurred due in whole or in part to the activities of any person or persons who are invitees or permittees of the applicant on said premises.

_____ Tables and chairs will need to be cleaned and properly stored in their locations. Refer to the posted instructions for assistance.

_____ Decorations must be removed. Any decorations not appropriately removed will result in the forfeiture of the security deposit and actual charges will be billed if costs exceed the security deposit. The Village does not provide equipment (i.e.: ladders, step stools, etc.) for public use.

_____ All garbage must be collected and deposited in the dumpster immediately after the event. State law requires all recyclable material must be separated from garbage and deposited in the recycling dumpster. The renter will be charged for time associated with Village Staff separating garbage and recyclables placed in the wrong dumpsters.

_____ Absolutely no open flamed candles are allowed. Battery operated candles only.

_____ Propane tanks are not allowed inside the building.

_____ Grills used on a paved surface must have a barrier on the ground to prevent grease from staining. The renter may be charged for grease stains per the Pavilion Managers discretion. Absolutely no grills on colored concrete, this will result in an automatic forfeiture of your security deposit.

_____ On weekends & holidays, during the winter months, you may have to shovel a path to the doors if there is a snowfall. Shovels are located inside the kitchen area for your use.

_____ Applicant must ensure all exit doors are unlocked and access is not blocked. It is also the applicant's responsibility to lock all exit doors at the end of the event. The hex key issued at the time of key pick up unlocks the safety bar on all entrance doors. All windows must be closed and latched.

_____ Applicant is responsible for ensuring the roadway remains clear and traffic circulation pattern is open. The paved area outside of the Pavilion must remain open for emergency personnel.

_____ The sale of beverages or food is prohibited.

_____ No alcoholic beverages shall be permitted outside the Pavilion during events, other than in the designated area.

_____ Absolutely no parking or driving on the colored concrete. Please make sure your caterers or other vendors and guests are aware of this rule. If a vehicle is parked or caught driving on the concrete a citation in the amount of $100.00 per vehicle will be sent to the vehicle owner based on license plate registration from the Mountain Bay Metropolitan Police Department.

_____ ABSOLUTELY NO SMOKING/VAPING INSIDE THE BUILDING.

ROTHSCHILD PAVILION ACCOMODATIONS

- Wall mounted Sound System: Cordless microphone & stand, Video Switcher/Scaler/Format Converter, built-in CD player, iPod compatible, 2-Way Speakers
- Ceiling Mounted Epson Laser Projector, input HDMI and composite video (Wall Mounted Projection Screen 18 ½' x 14')
- Wi-Fi: password - strawberry39
- Stage: 23' x 14' with LED stage lighting
- Dance floor: 130' x 52' supported by railroad springs
- Bar: 23' long with 5 taps and tappers with two small chest freezers
- Private bathroom
- Catering kitchen facility with a commercial refrigerator & range
- Garbage bags, paper towel, and toilet paper supplied in cabinet. Additional garbage bags under kitchen counter
- Podium
- 4 high chairs / 2 booster seats
- 25 - 60" round commercial grade tables
- 20 - 8' commercial grade plastic buffet tables
- 175 metal folding chairs
- 300 cushioned stacking chairs (maroon in color)
- *Linens, cloths, and covers are not provided for tables or chairs*
- 258 parking stalls and 12 handicap parking stalls *(along park street and shared lot with aquatic center)*
- Capacity – 1,200 people standing / 850 people seated theater style / 500 people seated banquet style

ROTHSCHILD PAVILION RENTAL POLICIES

You may contact the Pavilion Manager at 715-581-8595 or info@rothschildwi.com to arrange a tour of the Pavilion.

Reservations: This agreement becomes effective & date reserved when filled out and rental fee is paid. The minimum installment to reserve a date is half of the rental fee for each day rented payable by cash, check, or credit/debit card. If using a credit/debit card there are additional fees applied. Payments can be made at the Village Hall, mailed to: Village of Rothschild, 211 Grand Avenue, Rothschild, WI 54474, or online at www.rothschildwi.com. The Village does not hold dates. Please call the Village Clerk's Office at 715-359-3660 for any questions about the rental agreement or fees.

Valid credit card must be on file – copy of credit card and driver's license attached.

Payments: Group agrees to the following payment schedule:
Payment due at signing: Half of Rental Cost
Payment due six months prior to event date: Half of Remaining Rental Cost
Payment due one month prior to event date: Remaining Rental Cost (Fully paid)

Date Change/Cancellation & Refund Policy: You will be allowed to change your rental date one time only. If changing your event from year to year you are responsible for the yearly rental increase. Cancellations and/or changes must be received, in writing, at least 90 days prior to the scheduled event in order to receive any refund of the paid fees less a $30 administrative fee. All payments will be forfeited for cancellations received with less than a 90 day notice.

Key Pick Up: Key pick up is at the Village Hall, 211 Grand Avenue one day in advance of the rental date, Monday – Thursday, 7:30 AM – 4:00 PM. Weekend rentals need to pick up the key on the Thursday before the scheduled event 12:00 PM – 4:00 PM or Friday 7:30 AM – 10:30 AM. Holiday rentals need to pick up the key the last business day before the event.
All fees and required paperwork must be completed before key pick up. Village offices are closed in observance of New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Eve/ Christmas Day. Please call 715-359-3660 to confirm business hours.

Key Return: Keys must be returned the first business day following the event at the Village Hall, 211 Grand Avenue, or a $10 late fee will apply. It is the renter's responsibility to coordinate the removal of kegs/ soda machines, etc. from the Pavilion. The renter will be billed if Village staff is contacted to unlock the building for vendors. The security deposit will be forfeited for any lost keys. Additional charges will be billed if the key/lock replacement exceeds the cost of the security deposit.

Inspections: It is the renter's responsibility to inspect the premises and report any problems to the Pavilion Manager. The renter shall be responsible and pay for all costs and materials associated with the clean-up and/or repair of damages if the terms of this agreement are violated by the renter or person(s) who are invitees or permitted by the renter. Charges will be applied to the credit card for any damages, cleaning, lost keys, or other services required. Applicant will be billed any additional charges not covered by the security deposit.

An inspection is completed after each rental and it may take up to ten business days for the return/refund of a security deposit. It may take up to two weeks for the process to be completed if the guidelines listed in this agreement are not followed. Please review the Inspection Form that is posted in the kitchen, so you understand what is required to receive a full refund of your security deposit. There will be a $100 minimum charge for any inspection violations or damages to the property.

Indemnification: The undersigned, on their own behalf and for the organization/family/person listed above, including their heirs, insurers, administrators, executors, successors, or assigns in consideration for the VILLAGE OF ROTHSCHILD renting the use of the Rothschild Pavilion to said organization/family/individual, their heirs, insurers, administrators, executors, successors, or assigns hereby covenants and agrees to indemnify and hold harmless the VILLAGE OF ROTHSCHILD its insurers, employees, successors, and assigns from and against any and all costs, expenses, claims, losses, attorney fees, demands, action and rights of action, damage or injury or whatever kind or nature which in any manner or from any cause sustained by reason and/or result of any activity or use of said facility and/or park.

The undersigned further agrees to abide by all ordinances of the VILLAGE OF ROTHSCHILD particularly those regulating the use of the premises rented. The undersigned states they are duly authorized to execute this Indemnity and Agreement on behalf of said organization/family/individual; that they have read the foregoing and that they have received a copy thereof. The Village reserves the right to cancel any event due to an Act of God or Public Safety concerns.

The Village reserves the right to perform any required maintenance to the pavilion building or the grounds as it deems necessary and equipment, materials, signs, and barricades that have been placed by Village personnel should not be removed.

The undersigned expressly agree and warrant that they are authorized to sign and enter into this Agreement on behalf of the party for which they sign.

ACCEPTED AND AGREED TO:

Signature of Organization/Family/Individual: _____ Date: _____

Applicant's Driver's License Number: _____

*****Please fill out attached event questionnaire and return with rental agreement*****

Event Questionnaire

□ No □ Yes I grant permission to the Village of Rothschild to showcase photos of my event set up on the Village's website and other marketing material to help promote the Rothschild Pavilion. Initial _____

Time of Wedding Ceremony (only if ceremony is at the Pavilion): _____

Time of Wedding Reception: Start: _____ End: _____

Time Guests Will Arrive: _____

Approximate Number of Attendees: _____

Time of Clean Up: □ on day of rental or □ late clean-up (Saturday Rentals Only)

□ No □ Yes I am using a cleaning company

Name of Company: _____

□ No □ Yes I request my event appear on the Village of Rothschild electronic reader board on Grand Avenue.

The message on the reader board is a complimentary service and will be at the sole discretion of the Village.

First Name of Groom: _____ First Name of Bride: _____

□ No □ Yes I will be using the gas fireplace

□ No □ Yes I will be using the projectors & screens

□ No □ Yes I will be using the sound system

□ No □ Yes I will have music at my event. If yes, what kind? □ Live □ Recorded □ DJ

Time of music: Start: _____ End: _____

□ No □ Yes I will have alcohol at my event. Time alcohol will be served: _____

□ Event is open to all ages □ Event is open to ages 21 and over

How will IDs be checked? (Circle one) Bartenders At the door Wristbands Other (explain): _____

□ No □ Yes I will be using the beer taps. *Keg coolers should remain plugged in after an event.*

□ No □ Yes I will coordinate with vendor to leave beer kegs and/or soda machine(s) on premise until they can be removed.

Items must be removed from the building by completion of rental clean up time. Items must be removed from premises by 8am following Monday for weekend events, or next day by 8am for weekday events.

DO NOT BLOCK ENTRANCE/EXIT, GARBAGE PICK UP, OR DRIVEWAY.

Name of Vendor(s) _____

_____

_____

_____

_____