

VILLAGE OF ELK MOUND COMMUNITY CENTER RENTAL INFORMATION

RENTAL POLICIES

Rates:

\$50.00 up to 4 hours or 15 guests

\$75.00 up to 6 hours or 25 guests

\$100.00 up to 8 hours or 45 guests

Fees are due upon booking of your event date, along with a security deposit of \$50.00 which will be refunded within 2 weeks of final walk through of your event date. Fees should be made payable to the Village of Elk Mound. A discounted rate of \$25.00 will be available for senior citizen events not to exceed two hours.

Tables and chairs are available for use. It is your responsibility to set up the tables and chairs and take them back down again after your event.

Please contact the Village Hall to reserve the community center. A facility service coordinator will meet with you on the day and time of your event to open, and will be back upon the close of your event. Calendar of availability is available at www.elkmound.org under the calendar tab.

Rentals will only be made to adults age 21 and over. The Village of Elk Mound is not responsible for any accidents or personal injuries that occur during the leasing period. Renter is responsible for the actions of the participants in their group.

Facility is limited to a maximum of 45 guests. Facility provides men's & women's restrooms, tables and seating for up to 45 people, garbage & recycling receptacles. Kitchen facilities include refrigerator, microwave, sink and counter, electrical outlets.

Please understand you are renting the community center portion only. As this building is combined with the Library, there may be other activity at the Library during their open hours. Sound levels must be controlled so that it does not interfere with other events or programs during Library hours.

REFUNDS:

All cancellations must be made in writing. Refunds will not be issued for cancellations 30 days or less prior to the event. 100% of the damage deposit will be returned.

USE CONDITIONS:

- The Village reserves the right to cancel an event due to emergencies or other reasons that are out of our control.
- Smoking and/or use of any tobacco products is not permitted within 100 feet of the building.
- Use of candles must be approved by community center staff prior to the event.
- No tacks, tape, staples, wire or putty allowed. No smoke machines, confetti, glitter, throwing of rice or birdseed indoors or out.
- Groups must leave the building by 1:00 AM. All activities must be completed by 12:00 AM with the last hour used by the rental group for clean-up.

PARKING:

There is limited parking availability in the parking lot of the Community Center and street parking on Holly Avenue (Highway H). For larger events, parking is available ½ block east of the Community Center at the Village Hall located at E206 Menomonie Street.

CLEAN UP:

- The renter will be responsible for taking down and removing all decorations, disposing of all leftover food and beverages taking all trash and recycle materials to outside receptacles.
- Renter will be charged a cleaning fee of \$75 per hour if rental responsibilities are not completed.

After your event, please complete the following checklist:

- Remove all decorations
- Dispose of leftover food and beverages
- Wipe down kitchen counter and appliances
- Wipe down tables
- Take down tables and chairs and put away
- Place all garbage/recycling in the appropriate receptacle
- Sweep floor
- Turn off all lights

Should you have a problem with the facility, please call the Village Hall, 715-879-5011 during regular business hours or 715-556-4566 after hours.

THANK YOU FOR YOUR COOPERATION!