

Town of Gordon Park Building Rental Contract
9709 E. County Road Y
P.O. Box 68
Gordon, WI 54838
715-376-2693 (Town Hall)

Name of the Renter/ Organization: _____
(Person Responsible)

Address of Renter: _____

Home Phone: _____ Cell Phone: _____

Date(s) of Event: _____ Hours of Event: _____

Do you intend to sell alcohol? Yes _____ No _____ **If Yes, Item #2 in Building Rental Agreement must be followed.**

BUILDING RENTAL: \$100.00 a day – 2 days/weekend \$150.00 for Rent.

This includes use of the Community Room or the Concession Stand & the bathrooms.

SOFTBALL LEAGUE TEAM USAGE: \$50.00 Deposit Per League –

No Charge for Use of Field, Equipment Room, Bathrooms & Concession stand.

Deposits are returned/refunded after the keys have been returned and building inspection completed. Any damage to the Park Building or facilities or failure to follow the Building Rental Agreement will result in deposit forfeiture and possible repair /cleaning charges to the renter(s).

The Town of Gordon Park Building is a NO SMOKING Facility

The renter or organization indemnifies and agrees to hold harmless the Town of Gordon from any claims, demands, action and causes of action of every kind or nature which accrues or have their inception during such renters or organizations occupancy. The renter has read the Building Rental Agreement and agrees to abide by all provisions stated therein.

Signed by: _____ Date signed: _____

If you have any questions regarding this agreement, please contact the following:

Denise Wohlbier, Town of Gordon, Clerk

715-376-2693

Key Date: _____ Returned Date: _____

(Building Rental Agreement Attached)

Updated 2024

GORDON RECREATION COMMITTEE / TOWN OF GORDON BUILDING RENTAL AGREEMENT

1. The person or group using the building is the 'renter' and is responsible for the general welfare of the building and equipment. If the renter makes a request for an organization, the responsibility then shifts to that organization using the building.
2. Alcoholic beverages are allowed, however, no alcohol sales or exchanges for value are allowed without a license issued from the Town of Gordon. There will be NO UNDERAGE DRINKING, and you, the renter, are responsible to see this enforced. The Town accepts no responsibility for the effects of alcohol by use of the renter, its members, guests, or other attendees. If alcohol is served at a large gathering (i.e., tournament, party, etc.) you are responsible for enforcement of the law. Town of Gordon Public Safety Officer Jamie Kuffel can be reached at 715-816-4166.
3. Adult supervision is always required. Use Extreme Caution when opening the exterior shades. **Never force the Crank when raising/lowering the shades and closely watch the shade through the window as you raise it to ensure that you do not raise the shades beyond the point indicated.**
4. The use of staples, tacks and any adhesives on the walls, wood work or other surfaces either inside/outside the building is prohibited. Use of command strips and scotch tape are allowed; however, they are to be carefully removed immediately following your event.
5. **Kitchen Usage:**
 - a) Only pre-cooked foods may be prepared in the warm kitchen.
 - b) Provide your own soaps, dishcloths, and towels.
 - c) Empty and wipe out refrigerator(s) and freezer(s).
6. Rental deposit is required and is refundable, in part or in full, when the keys are returned and the facility is found clean, undamaged, and securely locked after each use. The renter will be notified if all or part of the deposit is or has been retained to cover clean up, repair, damage and/or replacement costs. The renter will be notified of any short fall if clean up or damage costs exceed the deposit amount, and the renter shall be liable for such deficit. The facility includes all buildings on the premises (recreation building and bathrooms).
7. **Cleaning and General:**
 - a) Tables and chairs are not to be removed from the building and should be cleaned and put back in the proper locations.
 - b) Floors are to be swept and stained or soiled areas washed up.
 - c) All counters and appliances that have been used must be cleaned. The double door cooler in the concession room must be emptied, cleaned, left with both doors open and turned off at the circuit breaker.
 - d) Lower exterior shades, turn off lights and check to ensure all doors are securely locked.
8. **Garbage:** A single garbage bag may be put in the garbage cans outside. Excessive garbage should be taken with you. *If left, you will be billed an additional \$10.00 for trash removal.* New bags should be put in the garbage containers. **NO GARBAGE IS TO BE LEFT IN THE BUILDING.**
9. The bathrooms are to be open only during scheduled events and are the responsibility of the renter. You will need to unlock them at the beginning of your event. At the end of your event, the bathrooms will need to be swept, any stains washed, sinks wiped out toilets in working order, garbage removed, and doors securely locked.

YOUR HELP IN CARING FOR OUR FACILITY IS IMPORTANT AND TRULY APPRECIATED!!