

# Rules and Regulations Governing Hall Rental

## I. **GENERAL RULES:**

- A. The Association reserves the right to refuse use of the facilities to any person or organization.
- B. Fund raising functions open to the public by profit making or political organizations are prohibited.
- C. The Association has the right to request a police or private security officer be present during part of or for an entire rental. The renter will pay such cost.
- D. Rentals are to be made by a person 21 years of age or older, and having either homeowners or renters insurance.
- E. Rental occupancy is limited to 65 persons.
- F. **NO PARKING** is allowed on the Lawn, or Mulch.
- G. Rental charge is \$195.00 per day and shall be paid in full a minimum of 30-days prior to the rental date. An additional \$100.00 deposit is to be paid at the time of signing rental agreement. No dates will be held until receipt of the \$100 deposit. (To hold a date from May 15-July 30<sup>th</sup> full payment is required along with the deposit when sending in the rental form). Rental fees will not be refunded due to cancelation, unless hall can be re-rented. Deposit is refundable, subject to an inspection of the facility by an Association designee.
- H. Closing time is 10:30 p.m.

**NOTE: "Closing time" shall mean that all activities, including clean up, must cease and the entire facility vacated.**

- I. No pets are allowed in the building or on the grounds of the facility.

## II. **FACILITIES:**

BAR – there are sinks and rinse tanks for your use.

KITCHEN – there are two stoves (gas and electric), a refrigerator, and microwave for your use.

HALL – there are banquet size tables and card tables with folding chairs provided for your use. **These are not to be used outside of the building.**

FIREPLACE – Gas Fireplace.

OUTSIDE – coals from outdoor cooking must be completely extinguished prior to leaving. Metal containers are provided for the disposal of ashes. Ask rental agent for details. **BRING YOUR OWN GRILL.**

- III. **NOISE:** All Outdoor activities must end at **SUNSET**. No Fires will be allowed. Please respect our neighbors.
- IV. **SMOKING:** No **SMOKING** inside of the building. For your convenience a cigarette butt receptacle is located near the entrances to the hall.
- IV. **DECORATIONS:** All decorations inside and outside of the building must be of non-flammable materials and must be completely removed before leaving. **FASTEN WITH BLUE MASKING TAPE ONLY**- the walls were just varnished!!!.
- V. **CLEAN UP:** The building must be cleaned the night of your event
  - CHAIRS – fold and stack on cart provided and replace carts in small room in the Southwest corner of building.
  - TABLES – wipe and stack tables flat on cart provided and replace in room in Southwest corner of building.
  - KITCHEN – wipe counter tops and appliances. Empty and clean refrigerator. Remove trash from sink drains.
  - BAR – wipe bar and back bar, drain and clean all sinks
  - FLOOR – all floors must be swept, including kitchen, bar, halls and restrooms.
  - GARBAGE – all garbage must be removed from the premises when you leave (Kitchen and Wash rooms).

**NOTE: FAILURE TO REMOVE TRASH WILL RESULT IN FORFEIT OF DEPOSIT**

MISCELLANEOUS – windows must be closed and locked, both thermostats must be turned back to 60 degrees in winter and 75 degrees in summer. All lights must be turned off and all doors locked.

Failure to comply with the above regulations, or any damage done by any member of your party, will result in loss of security deposit as well as repair costs. The Association assumes no responsibility for the loss of renter property during rental.

Please inform the Association of anything that requires attention. Please remember that there will be another group like yours using the facility next.

For your scheduling convenience you may contact Scott or Marcia Schreiber @ (920) 457-2111 for available dates. Note that confirmation of your desired date is only made on receipt of the form and your deposit check.

**PLEASE COMPLETE THE FORM BELOW, SUBMIT IT WITH YOUR DEPOSIT CHECK MADE PAYABLE TO:** Black River Advancement Association Inc.

**MAIL TO:** Scott Schreiber  
423 Timberlake Road  
Sheboygan, WI 53081

**EMAIL:** sschreiber@charter.net

Upon receipt of the form and your deposit check, you will be notified by telephone confirming date availability, arrangements to view hall, and hall key pick up. Your check will be returned to you by mail if either the 1st choice or alternate date is not available.

RENTAL DATE REQUESTED: \_\_\_\_\_  
Alternate Date: \_\_\_\_\_

NUMBER IN GROUP: \_\_\_\_\_ DEPOSIT CHECK #: \_\_\_\_\_

Name (print): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Best time of day/evening to call: \_\_\_\_\_

My homeowners or renters insurance is with: \_\_\_\_\_

**HOLD HARMLESS AGREEMENT:** It is an express condition of the possession agreement that The Black River Advancement Association, Inc. (BRAA) and its officers shall be free from any and all claims for damages or suits for or by reason of death or deaths of or injury or injuries to any person or persons or damages to property of any kind whatsoever, from any cause or causes whatsoever while in or upon said premises during the term of this possession agreement; and user hereby covenants and agrees to indemnify and to hold harmless BRAA and it's officers from all liabilities, charges legal and other necessary expenses and costs on account of or by reason of such death or deaths or injury or injuries, liabilities, claims, suits or losses however occurring or damages out of same.

**By signing this agreement,** I indicate that I have read the HOLD HARMLESS AGREEMENT and the Rules and Regulations and fully understand them. Further, my signature indicates that I, personally, take full responsibility for any damages to the hall during my possession.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR USE BY ASSOCIATION:**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Confirmed date: \_\_\_\_\_

Deposit: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Refund: \_\_\_\_\_