

Richland Center Community Building Rental Fees and Rules

1. Nonprofit (churches, scouts, youth groups / parties, or any recreation group):
\$30.00 for 2 hrs. ; \$15.00 for each additional hour.
2. Any wedding-Anniversary-or Other form of reception-along with Commercial Groups;
1-2 hrs. \$45.00 minimum w/o kitchen or additional \$30 with kitchen
3 hrs. \$65.00 w/o kitchen or additional \$30 with kitchen
4 hrs. \$80.00 w/o kitchen or additional \$30 with kitchen
5 plus hrs. \$130.00 includes kitchen
3. All Sales or Auctions held in the Community Building will pay an advanced fee of \$130.00.
\$130.00 will be used for the sale or auction. \$30.00 will be an additional cost if the kitchen is used. You may not close the building pop machines. All garbage inside and outside must be picked up the day of the sale or the latest 12 noon the following day. Any valuables in the building must be taken out the day of the sale or unless prior arrangements are made with the C-C Office. If garbage is not picked up by noon the following day you will be billed \$55. This will cover the cost for the Park & Grounds Dept. to haul the garbage for the first load. An additional \$30 will be added for any load after.
4. Rummage sales, fund raising activities or benefits not specified elsewhere will be charged a fee of \$70.00.
5. Set up for any sale, or reception the day before will be \$35.00. Set up will be after 5PM. NO EXCEPTIONS.
6. NO helium balloons in building.
7. NO tape is allowed on the plexiglass for any form of reception.
8. Smoking is prohibited in building.
9. Funeral Dinners with or without the kitchen is:
\$50.00 for 4 hrs.; \$20.00 for each additional hour afterwards.
10. Dances:
Nonprofit Groups \$40.00 per dance for 4 hrs.; \$20.00 for each additional hour.
Profit Groups \$90.00 for 4 hrs.:\$20.00 for each additional hr.
City Parks, Recreation & Grounds Director must be notified 24 hrs. in advance as to what
Chaperones will be on duty.
11. Beer, Champagne, or wine are the only alcoholic beverage that may be served in the Building during weddings, anniversaries, or special events. All alcohol must be consumed inside the building.
12. A permit to serve alcoholic beverages must be approved by the Parks, Recreation, & Grounds Director and the Park & Grounds Board President.
13. Alcohol may not be sold by any group in this building.
14. A deposit of \$130.00 will be charged when alcohol is served during receptions or special events. Money will be returned if premises are CLEANED and with NO DAMAGES.
15. Rules will be enforced by the sponsoring party in all events.
16. All money must be paid in advance to the Parks, Recreation, & Grounds Office.
17. For all events, the Building MUST BE CLEANED outside and inside before you leave. Any damages to the facility will be your responsibility.
18. Building Keys- It is Your Responsibility to pick up your needed keys during business hours 8am-12pm Monday -Friday one or two days before your event. If the event falls on a weekend you must pick up your keys before Friday 12pm. If you forget you may get keys at an extra charge of \$25 by calling the emergency number (608)604-6608.

*All the above prices include sales tax *

Failure to follow rules set down by the Richland Center Parks & Grounds Board may result in an additional \$50.00 or actual cost incurred and/or be subject to denial of subsequent use.

For emergency call (608) 604-6608.

--\$200 PENALTY WILL BE ACCESSED IF THE BUILDING KEY IS LOST. IT IS YOUR RESPONSIBILITY TO RETURN ALL KEYS--

****This Building Belongs To You. Help Us Take Care Of It!!****

I HAVE READ ALL THE ABOVE INFORMATION AND WILL COMPLY WITH ALL THE RULES AND FEES.

Group / Individual Renting the Community Building:

Address:

Reservation Date / Time:

Amount Due:

Signature of Person Responsible / Date