



AUGUSTA LIONS HALL RENTAL CONTRACT

LOCATION: Augusta Lions Hall, 200 East Lincoln Street, PO Box 291, Augusta, WI 54722

CONTACTS: Kati Warner (715)577-0328 | Chris Beenken (715)271-0665

Your reservation is not final until all fees have been received and a confirmation email has been sent.

RENTER INFORMATION

Renter Name: _____

Day-of Contact Name & Cell Phone Number: _____ (cannot be primary contact)

Company/Organization (if applicable): _____

Address: _____ **City & State:** _____ **Zip Code:** _____

Email: _____ **Telephone:** _____

EVENT DETAILS

Description of Event: _____

Rental Day: Sunday Monday Tuesday Wednesday Thursday Friday Saturday **Rental Type:** Hourly or Daily

Rental Date: _____ **Hours of use:** _____ am/pm to _____ am/pm

Depending on availability, early access for set-up and day-after access for tear-down/cleaning must be negotiated in advance. We will make our best effort to accommodate set-up and tear-down dates outside of your event date and time; however, they are not guaranteed. **Additional fees will apply.** Minimum \$30 for 4 hours **each day.** **Requesting set-up and tear-down times outside of what you have above? NO or YES, if yes, fill out below**

Set-up Date: Event Date or _____ **Hours of use:** _____ am/pm to _____ am/pm

Tear Down Date: Event Date or _____ **Hours of use:** _____ am/pm to _____ am/pm

Would you like your event posted on the electronic sign? Yes No **Date to be posted on sign:** _____

Will food be served: NO or YES **Reminder:** Use of the kitchen stove is prohibited for any reason.

RENTAL FEES **Expected Attendance:** _____ (cannot exceed 250 people)

DAILY RATES	Rental Fee	Deposit	Total
Large gathering: 151-250 people	\$500	\$300	\$800
Medium-sized gathering: 51-150 people	\$200	\$150	\$350
Small gathering: 50 and under	\$150	\$100	\$250
Meeting space only (no kitchen access)	\$30/hour		

CLEANING FEES: For an additional \$150–\$200 (depending on the scope of work), you may hire our professional cleaner for post-event services. Regardless of whether you hire a cleaner, you are responsible for: 1) removing all decorations, 2) thoroughly cleaning the kitchen, 3) wiping down all tables, 4) bagging all trash and replacing liners (found in the kitchen), and 5) cleaning up any spills immediately. The cleaning service fee covers "standard" cleaning. Any excessive messes left behind will be deducted from your security deposit. Secure cleaner? YES or NO _____

ALCOHOL & BEVERAGE POLICY: NO CARRY-INS ARE ALLOWED. Initials: _____

The Augusta Lions Club holds the exclusive liquor license for the property. If your event includes alcohol, a cash bar must be arranged through the Augusta Lions Club and will include a Lions member who is a licensed bartender. All alcoholic beverages must be consumed inside the facility or on the back deck. No service to minors. The Lions Hall reserves the right to refuse service to anyone. Please see the Rental Procedures and Rules for more details on the Alcohol and Beverage Policy - augustalionshallandeventcenter.com/hall-rules. Will you require a cash bar with a bartender? NO or YES, _____ am/pm to _____ am/pm,

As no carry-ins are allowed **AT ANY TIME** please let us know if there is any wine, champagne, or special orders you would like. There will be a charge for all special orders. We will confirm the cost and require payment prior to ordering. If carry-ins are found on the premises, the renter forfeits their security deposit. All special orders must be submitted at least 3 weeks prior to your rental. **Would you like to place a special order at this time? NO or YES, _____** Would you like to purchase two (2) half-barrels of beer through the Augusta Lions Club? NO or YES

PROCEDURES AND RULES: All renters are expected to adhere to the Rental Procedures and Rules augustalionshallandeventcenter.com/hall-rules. The facility must be left in the same condition as it was found. Any damages, cleaning costs, or theft exceeding the security deposit will be billed to the renter. No staple guns, duct tape, or helium balloons in the Hall. No smoking, including vaping or e-cigarettes, is allowed indoors. No animals are allowed, except for authorized service animals. The renter is responsible for all cleaning. If the Hall is not cleaned, a cleaning fee will be deducted from the security deposit. **Renters must take the garbage out, clear and clean the tables and ensure that the kitchen is left in the condition it was found. Initials: _____**

SECURITY DEPOSIT: All renters must provide a separate check for the security deposit.

The security deposit check will not be cashed unless funds are required due to a cancellation, damages, cleaning expenses, or theft. The full amount will be mailed out or shredded within 30 days of the event if the Hall is cleaned and left in its original condition. Infractions of any of the rules set forth in this contract, in whole or in part, may result in the loss of all or a portion of the security deposit. In the event of an insufficient funds check, we will deduct bank charges from the security deposit and may request additional funds to cover damages. **Make both checks payable to Augusta Lions Hall Rental.**

A separate rental contract is required for each event or series of events. The contract must be signed by an adult, age 18 or older, who will remain present throughout the event. This individual and up to two designees will be held responsible for adhering to all terms of this Rental Agreement and the Rental Procedures & Rules. ALL SIGNATURES AND INITIALS ARE REQUIRED. CONTRACT WON'T BE ACCEPTED WITHOUT THEM. Please ensure that all components are completely filled out before returning the contract. All events REQUIRE both the renter's and the Designee signature.

AGREEMENT:

- ☐ By signing below, I acknowledge that I have read, understand, and agree to the terms of this Rental Contract and the Rental Procedures and Rules augustalionshallandeventcenter.com/hall-rules.

Renter's Signature: _____ Date: _____

Designee Signature: _____ Date: _____

Designee Signature: _____ Date: _____

Lions Rep Signature: _____ Date: _____