



# Augusta Lions Hall: Rental Procedures & Rules

Thank you for your interest in renting the Augusta Lions Hall, located at **200 E. Lincoln St, Augusta**. These procedures and rules must be followed by all renters and vendors. Any exceptions require written approval from Kati Warner or Chris Beenken.

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## Booking & Event Planning

1. **Check Availability:** Contact us at **(715) 577-0328** or **augustawisconsinlions@gmail.com** to confirm your date is open. We are happy to arrange a tour if you'd like to see the space.
2. **Review and Sign Contract:** Carefully review the Rental Procedures & Rules and the Rental Contract. Please ask any questions you may have before signing.
3. **Secure Your Date:** Submit your signed **Rental Contract** and **hall deposit** to reserve your date. The Rental Contract and hall deposit must be received at least 3 weeks prior to your event. Please send these to: Augusta Lions Hall Attn: Kati Warner E16765 County Rd V. Apt 2 Augusta, WI 54722
4. **Two Weeks Before Your Event:** To ensure your event runs smoothly, please provide us with the following items at least two weeks in advance:
  - **Tables & Chairs Setup:** Submit your requests for tables and chairs. On-site tables and chairs are available, but limited. Our available supply is rated for a maximum capacity of 250 guests (tables and chairs combined). Please note that the Renter is responsible for all linens.
  - **Event Timeline:** Provide a detailed schedule, including setup and teardown times. Be aware that additional fees may apply for extra setup or teardown days.
  - **Day-of Contact:** Provide the name, phone number, and email for a day-of contact person. For weddings, this should not be the bride or groom.
  - **Beverage Orders:** Confirm all special orders for alcohol, malt beverages, liquor, soda, etc.
  - **Food vendors:** All food vendors must possess a valid food service license or permit issued by the appropriate health authority. A copy of the current license **must be submitted to Kati with the Augusta Lions Hall no later than two (2) weeks prior to the event**, or the vendor will be denied access to the hall.

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## Hall Rules

- **Curfew:** All events must end, and all guests must be off the premises, by **12:00 AM**.
- **Smoking & Vaping:** Absolutely no smoking or vaping is allowed inside the building. Smoking is only permitted in the designated outdoor smoking area.
- **Animals:** Only authorized service animals wearing a vest are permitted inside the hall.

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## Beverage & Alcohol Policy

As a licensed venue, all beverages (including alcohol, beer, soda, etc.) must be purchased directly from the Augusta Lions Hall. We have a strict policy against outside beverages.

- **No Outside Beverages:** Guests are not permitted to bring any outside beverages onto the premises. Anyone with outside beverages will be asked to leave.
- **Ordering:** Please place all special alcoholic and liquor orders at least three weeks before your event with Kati or Chris.
- **Consumption:** Alcoholic beverages may only be consumed inside the hall or on the deck. They are not permitted in the front of the building, the parking lot, or the yard.
- **Underage Drinking:** The legal drinking age is 21 years old. Alcoholic beverages will not be served to, or consumed by, anyone under this age. As the renter, you are responsible for ensuring all guests comply with this rule. Any violation may result in the immediate termination of your event, removal of individuals, and forfeiture of your security deposit. You agree to abide by all federal, state, and local laws and assume all responsibility for preventing underage drinking.

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## Decorations & Setup

- **No Damage:** You may not use tacks, nails, staples, or tape to attach anything to the building including the ceiling and walls.
- **No Open Flames:** Candles (lit or unlit), torches, or any other flame-bearing objects are not allowed.
- **Prohibited Items:** The following items are strictly prohibited both indoors and outdoors:
  - Helium balloons
  - Rice, confetti, glitter, or birdseed
  - Fog or smoke machines

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## Clean-Up & Security Deposit

You are responsible for leaving the hall cleaned and in the same condition it was found. Bartenders are not responsible for cleanup.

- **Garbage:** All trash must be placed in plastic bags (provided) and taken to the dumpster outside. This includes garbage from the bathrooms.
- **Spills:** All food and drink spills must be wiped up promptly.
- **Table Clearing:** You must clear all tables and the floor of any trash before leaving.
- **Kitchen:** Use of the stove is prohibited for any reason. If you utilize the kitchen space, you are required to clean the space after use.
- **Personal Property:** All personal property must be removed within your rental time.

The Renter will be charged a minimum fee of **\$150** if the space is not cleaned properly. This fee can increase in **\$50** hourly increments if additional cleaning or maintenance is required beyond three (3 hours). The security deposit will be returned after the event, assuming all procedures have been followed.

If you have any questions, please don't hesitate to reach out. We look forward to helping you have a memorable event at the beautiful Augusta Lions Hall!