

2027

City of Columbus Pavilion Venue Contract

Name of User:	
Address:	Resident: Y/N
City and State:	Zip Code:
Phone#:	Phone#:
Email: (please write legibly):	
Dates requesting:	Full or half day (circle)
(2):	Full or half day (circle)
(3):	Full or half day (circle)

Rental Status	Deposit Weekday	Rent per day Weekday.	WI. Tax	Deposit Weekend	Rent per day Weekend.	WI. Tax	Add'l Time Rented	Add'l Time Tax Total
Resident	\$600	\$600	\$33	\$2,000	\$2,000	\$110	\$1,000	\$165
Nonresident	\$850	\$850	\$46.75	\$3,000	\$2,500	\$137.50	\$1,250	\$206.25
Nonprofit Resident	\$500.00	\$500.00	-	\$500.00	\$1,000	-		
Nonprofit Nonresident	\$750	\$750	-	\$1500	\$1,875.00	-		

****Note: The additional time rented is (1) half-day Friday and (1) half-day Sunday.**

Rental Fees

- Full day Rentals are 6:00 a.m. to 2:00 a.m. (Monday - Sunday) regardless of what time the renter(s) arrive.
- Specific half-day rentals (either 7:00 a.m. to 3 p.m. or 4:00 p.m. to 1:00 a.m.) are charged one half of a full day rental fee. Weekday rates are individual days, Monday, Tuesday, Wednesday, or Thursday.
- Weekend rates are individual days Friday, Saturday, and Sunday.
- Holiday rates are the same as a weekend rate.
- Off-season rates apply to the months **January and February**. Off-season rates receive a 20% discount on the rental fee schedule shown above.
- **Smoking in the Pavilion will result in a full forfeiture of all fees collected. No exceptions.** Any evidence of smoking in the building will result in a forfeit of any fees paid for rent and deposit. Evidence of smoking by the Renter and / or Renter's associates, guests, invitees, contractors, and all other people whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent, will result in loss of full deposit amount.

Reservations

Reservations are on a first-come, first-serve basis and are not considered complete until this agreement is signed, and the deposit is paid in full. **The security deposit must be paid in full when the agreement is signed to reserve the date.** Rental fees must be paid in full at least **60 days** prior to the rental. If the renter cancels the rental less than 60 days prior to the event the security deposit will be forfeited and any rent payment collected will be returned. If the renter cancels less than 30 days prior to the event, the rental fee/sales tax, and security deposit will be forfeited.

- Use of the online service to pay rental fees have a transaction fee associated with that use. Any fee charged by the online service is the responsibility of the renter.
- Rental fees are subject to Wisconsin State sales tax. Security deposits are not subject to sales tax.

- C. The City shall return the security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue or required additional cleaning by the Renter and / or Renter's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent, within 30 days from rental date. Failure to return the keys to the facility will result in full loss of the security deposit. Keys must be returned within 24 hours of the rental date. The keys can be return to the address of 161 N. Dickason Blvd., Columbus. There is a drop box located by the front door for your convenience.
- D. Resident vs Non-Resident. Residents are those who reside *within the city limits* of Columbus. Non-residents reside *outside the city limits*.**
- E. Charitable, nonprofit, or church organizations that rent the facilities must provide proof that they are non- profit or charitable to receive the reduced rental/deposit fees. It does not, however, eliminate the requirement to pay sales tax on the rental fee paid.
- F. Any rental which intends to use more than the facility named in this agreement must identify that need/use at the time this agreement is received. Depending on the use, need or circumstances, the City Council may be involved in the approval process.
- G. Any large event that charges fees must be approved by the City Council before any rental agreemenUagreement would be approved. Detailed use of the grounds, facilities, etc. must be outlined and provided along with this agreement.
- H. Proof of insurance will be required for large events.
- I. The City reserves the right to decline any and/or all rentals of any/and or all city facilities to any party.
- J. The renter/user is responsible for any damage to any property in the rented area and/or any injuries which were sustained by any member(s) of the party/group during the gathering or as a result thereof.
- K. The city is not responsible for any damage to any person, personal items, personal items kept in the walk-in freezer, concession areas, park grounds or any other area within the park.
- L. Keys to the buildings are available Monday through Thursday between the hours of 8:00 a.m. and 4:30 p.m. at the Columbus City Hall located at 105 N. Dickason Blvd., Columbus, WI 53925 or on Fridays from 8:00 a.m. to Noon. To call and arrange for pick up please call (920) 623-5900. Keys can be obtained 24 hours in advance of the rental and/or the last business day prior to rental. **Failure to secure/lock the rented facility after use will result in full forfeiture of security deposit.**

Rules and Conditions

LOITERING: City Ordinance (Sec. 70-64) states the city parks are closed from 10pm to 6am. No person shall loiter in any city park during hours that the park is closed. Exemptions to the ordinance are permits for special parks events approved by the Columbus Recreation Department and/or by the City Council for events requiring liquor license.

PARK HOURS: For special events in City Parks that have been permitted and allowed beyond the stated park hours (6 a.m. to 10 p.m.) renters are expected to remain in and around the specific facility that has been reserved for the event. Loitering around other parts of the park after hours is not permitted.

MUSIC AND NOISE: Users shall be mindful of the volume of noise created at their event. Excessive or disturbing noises emanating from the event may result in action taken by the city due to noise complaints (City Ordinance 38-106). This action may include a police officer responding to the event, shutting down the event and/or the issuance of a citation. **Music and other noise must end at 11:30 PM. NO EXCEPTIONS.**

BUILDING CONDITION/CLEANING: Users shall leave areas in clean condition, as determined by the park caretaker. All floors swept and mopped, bathrooms cleaned, and other used areas **MUST** be returned to clean conditions, or renter will forfeit a portion or all the deposit. Any tables, chairs or other furnishings that are moved must be returned to racks. Racks must be moved back to their original location on the premises. Users shall complete all these tasks and remove all personal property, any rental equipment and trash prior to closing time of 2:00 a.m. (unless multi-day rental). **NO EXCEPTIONS.** Failure to properly clean the facility will result in the loss of or partial loss of the security deposit. **Lost or stolen AED will result in total deposit loss, you will be**

charged for the current replacement cost. Damages in costs that exceed the security deposit will be the responsibility of the renter and must be paid in full within 30 days after the rental. Any violation of this agreement is subject to loss of the full security deposit.

CHAIRS AND TABLES: Users are responsible for knowing the type of tables and chairs currently in use at the Pavilion. Any additional rentals are at the cost of the user.

RECYCLING/GARBAGE: All recyclable materials must be removed from premises and recycled properly (no items left on grounds). All trash must be disposed of in the receptacle located outside the buildings.

FIRE ROUTES: Per state fire code: **AT NO TIME** during the rental of any facility shall any exits be blocked or obstructed; also, all exits must be kept unlocked during use.

NOT ALLOWED: **No helium balloons allowed inside buildings.** If helium balloons are found and removed, please note a fee will be charged to the renter for removal of said item.

No Confetti allowed. If found and removed, please note a fee will be charged to the renter for removal of said item.

No glass bottles allowed in buildings and on park grounds (Municipal Code Section 70-65).

ABSOLUTELY NO smoking or use of candles and open flames!! Any evidence of smoking, use of candles or evidence of open flames in any of the buildings or on the balcony at the Pavilion **will result in a forfeit of any fees paid for rent and deposit.** The renter will also be liable for all damage caused.

No items that will damage the walls or floors of the rented building can be used for display or decorations. The use of nails, tacks, etc. are also prohibited.

KEY RETURN: Keys must be returned no later than the Monday after a weekend rental or the day after an event during the week. The keys can be returned to City Hall at 105 N. Dickason Blvd., Columbus, WI 53925. The office is open Monday through Thursday between the hours of 8:00 a.m. and 4:30 p.m., or there is a drop box located next to the front door for the keys to be placed in. Failure to do so may result in loss of your deposit.

Use of Grounds

Permission to use ball fields must be obtained from Columbus Recreation. Hourly rental fees do apply for both athletic fields and the use of lights.

Permission will be declined if there is a conflict with any city-sponsored recreation events.

Scheduled or rain date city-sponsored recreation events have priority over all other uses.

Organized groups using grounds, but not reserving buildings, must register with Public Works, this includes circuses, scouting groups, campers, company picnics, school groups, etc.

Licenses and Permit Requirements

A. Beverage licenses are not required for private parties, receptions, or other private occasions. The party using the building for private affairs is responsible for providing their own bartenders and for preventing the furnishing of any alcoholic beverages to underage people. The sale of alcohol is forbidden.

B. Temporary Class "B" license, if appropriate, is required for rentals contracted by non-profit organizations or bona-fide clubs for purposes of fund-raising, etc.

C. Users shall be responsible for maintaining order for all public functions when a Temporary Class "B" license is issued and are responsible for any damages to person or property because of the function and sale of alcohol.

D. If the user is a public event or organization an emergency management plan form is required. The plan requires certain steps be taken and preparations made in case of a potential emergency, for example, inclement weather. Contact Bill Breunig (920) 350-5818 or email at columbusem@columbuswi.gov to obtain the plan form.

Release of Liability

In consideration of the permission granted to _____ (person to whom wishes to use the City Property), the undersigned discharges and releases the City of Columbus, Wisconsin, from all claims, demands or liability whatsoever which we may now have or hereafter have, as a result of use of the premises on _____ (rental date).

I have read the agreement and understand all its contents (initials).

Renter's Signature, date	Columbus Representative Signature, date
Printed Name	Printed Name
Address	Address
City, State, Zip Code	City, State, Zip Code

Return Completed Agreement &
Payment to: City of Columbus
105 N. Dickason Blvd.
Columbus, WI 53925