

2026

City of Columbus Pavilion Venue Contract

Name of User:	
Address:	Resident: Y/N
City and State:	Zip Code: 53704
Phone #:	Phone #: 608.622.3915
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	-	\$1,000 \$500	\$1,000	-		
Nonprofit Nonresident	\$750	\$750	-	\$1,875 \$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.**

- A. 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.
- B. Rental fees are subject to Wisconsin State sales tax. Security deposits are not subject to sales tax.