

# Park Rental Contract

Menomonee Falls Historical Society at Old Falls Village Park

## Renter

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Historical Society Member:    Yes                      No

## Event

Date of Event: \_\_\_\_\_

Hours: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Type of Event: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

## Rental Information

Park area(s): \_\_\_\_\_, \_\_\_\_\_ Base price \_\_\_\_\_

Additions: \_\_\_\_\_ Additions \_\_\_\_\_

Discounts: \_\_\_\_\_ Sub total \_\_\_\_\_

Security Deposit: \$100.00                      Discounts \_\_\_\_\_

Cash \_\_\_\_\_ Check \_\_\_\_\_                      Total \_\_\_\_\_ (Cash or Check only)

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Board Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Historical Society Email: [mfhistory@yahoo.com](mailto:mfhistory@yahoo.com)    Phone: 262-250-3901

Copies of Park Rental Prices and Rules are attached.

## Contract Cancellation

1. If notice of cancellation by the Renter is given 7 days or less prior to the event, no refund of the Security Deposit will be given. The full rental price will be returned.
2. If notice of cancellation by the Renter is given more than 7 days prior to the event, 50% of the Security Deposit will be refunded. The full rental price will be returned.

## Menomonee Falls Historical Society at Old Falls Village Park

### **Rental Prices**

#### **Rental Prices**

Area 1 – Gazebo and adjacent lawn area (with Electricity)	\$75.00 flat fee
Area 2 – Fire Pit with firewood	\$50.00 flat fee
Area 3 – Public House and Deck area (with Electricity)	\$50.00 /per hour
Area 4 – Reis Pavilion, Stage and lawn area (with Electricity)	\$100.00 flat fee
Area 5 – Caboose and Grassy area South of Caboose	\$50.00 flat fee
Area 6 – Grassy area West of Public House	\$50.00 flat fee
Area 7 – Grassy area East of creek	\$50.00 flat fee
Area 8 – Grassy area South of creek and West of bridge	\$50.00 flat fee

#### **Additions:**

100-quart Stainless cooler on wheels	\$15.00 flat fee
Burgundy fabric tablecloths 50" x 120" (10 total) (fits Pavilion picnic tables)	\$7.50 each
White Banquet Tables 30" x 72"	\$5.00 each
Metal folding chairs	\$2.00 each
Depot Beer Garden Pavilion	\$75.00 flat fee

#### **Additional Rental Information:**

1. Use of Public House Restrooms is included in all rentals
2. If 3 or more areas are rented, the two most expensive areas will be full price. The third and additional areas will be ½ price.
3. When the Park is rented, a \$100.00 security deposit must be paid to reserve the date. This will be returned, by mail, to the renter, within one week after the event if rented areas are left in good condition.
4. The Park Rental Contract and full payment must be made a minimum of two weeks prior to the rental date.

## **Park Rental Rules**

### **General Park:**

1. The Renter shall have exclusive use of the Park Area(s) shown on the Rental Contract for the time period reserved.
2. The Renter is responsible for the behavior of their party and for the adherence to the General Park rules and any special rules that may apply.
3. The Renter is responsible for any damage or property loss of the area(s) rented.
4. If cleaning by Park personnel is necessary after the Renter's event, a charge of \$30.00/hour per Park personnel shall be deducted from the Renter's Security Deposit.
5. Tables, chairs and picnic tables may be rearranged but must be returned to their original position at the end of the rental reservation.
6. Alcohol may not be sold by the Renter in the Park.
7. All garbage created by the event must be bagged and placed in the dumpster by the Renter.
8. Except during loading and unloading of vehicles, all vehicles must be parked in designated parking lot or West overflow lot.
9. All lights and fans must be turned off upon leaving.

### **Public House:**

1. The capacity of the room is 50 guests.
2. The building shall be left clean by the Renter.
3. The microwave, refrigerator, freezer, coffeemaker and kitchen utensils may be used.
4. Tacks or nails may not be used to hang decorations. Decorations may not be hung from ceiling fans, beams or ceiling. Painter's tape and 3M command strips are acceptable.
5. Smoking is prohibited in the Public House.
6. Renters may not change the setting of the thermostat without permission from Board Member on call.

### **Fire Pit:**

1. Fires may be kindled only in the fire pit and may not be kindled after 9pm.
2. Use of firewood is included in the rental.
3. Fires must be completely extinguished before leaving.