

**Rental Agreement
Village of Rockdale
208 Benton Street, P. O. Box 160
Cambridge, WI 53523
608-423-1497**

PLEASE PRINT

Rental Fees: \$75.00/day for Village Residents (Includes Village Hall and Grounds)
\$125.00/day for Nonresidents (Includes Village Hall and Grounds)
Security Deposit: \$100.00 (refundable only if hall is left clean and nothing damaged)

RENTAL DATE REQUESTED FOR: _____

TYPE OF EVENT: _____
(i.e. graduation, wedding, family reunion, training seminar, etc.)

PERSON RESPONSIBLE FOR HALL RENTAL: _____

ADDRESS: _____

TELEPHONE NUMBER(S): Work _____ Home _____

Cell _____ EMAIL: _____

Security deposit in the amount of \$100.00 made payable to the Village of Rockdale will be held and mailed back to the Renter within 15 business days after your event if the Community Center is returned to its original condition. Any damage to the Community Center will be charged to your security deposit. If damage exceeds \$100.00, Renter will be responsible for the balance. This includes any damage to the Community Center or the surrounding grounds.

A separate check for the proper rental fee as well as a check for the security deposit **must** accompany this rental agreement before the Community Center will be reserved for you.

Renter will need to coordinate unlocking/locking the Community Center with the Village Clerk prior to the event.

Renters are required to bring garbage bags and bag up all garbage inside and outside, including cigarette butts. Community Center shall be cleaned at end of rental. Floors should be swept and mopped if needed. Tables and counters should be wiped down. Chairs should be stacked.

I have read and understand the Village of Rockdale Rental Agreement and agree to abide by all rules/regulations and assume all responsibility and liability for said gathering/event.

Signature of Person Responsible for Rental

Date Signed

FOR OFFICE USE ONLY:

Village Approval: _____ Date: _____

Receipt # _____ Date Security Deposit Returned: _____

Security Deposit Received: _____

Rental Fee Received: _____