

**ADGWC 1912 Venue Space Rental Agreement**

To speak with an ADGWC representative regarding rentals, please call 608.649.1915

**RENTAL RATES**

Hourly Fee: \$50.00 per hour

*Discounted rate of \$30.00 for non-profit organizations (proof of non-profit status required to receive discounted rate)*

Cleaning Fee: \$50.00

Security Deposit Fee: \$100.00 (refundable within 10 days after event ends)

*Please submit security deposit fee SEPARATE from rental fee.*

**RENTAL INCLUSIONS**

30-minute setup and 30-minute tear down allowance

Tables & Chairs (black chair covers included) for 70 people

*Renter responsible for arranging of tables and chairs.*

**ADDITIONAL ITEMS AVAILABLE FOR RENT:**

Black or white table linens: \$25.00

Table runners (ask for available colors): \$25.00

**RENTAL RULES**

Must be 18 or older to rent venue space. Renter signing agreement is responsible for any and all damages to building during rental period. Renter MUST sign the rental agreement and be on site during rental period.

Venue not booked until ALL rental fees (including security deposit) are paid in full. NO EXCEPTIONS.

A fee of \$25.00 per hour charged if premise still in use after the 30-minute tear down allowance. NO EXCEPTIONS.

Renters are required to empty garbage, place garbage bags next to back door, and sweep the floor after event.

*Failure to do so will result in an automatic forfeiture of entire security deposit.*

Renter must be present at time of check-out for closing walk through with ADGWC representative.

Carry-in beverages allowed. ADGWC is not responsible for the serving and/or distribution of any beverage throughout the duration of the event. No liquor or spirits allowed outside of the venue building.

For the safety of your party, NO open or closed flame candles.

NO items can be affixed to walls.

Any damage to the building incurred during the time of rental is an automatic forfeiture of entire security deposit. ANY violation of the Rental Rules will result in an automatic forfeiture of entire security deposit.

The ADGWC reserves the right to refuse rental of venue space.

Renter must call 608.649.1915 for issues with venue space during rental period.

With these signatures, we agree to the terms and conditions outlined in the Rental Rules above.

\_\_\_\_\_  
Renter Printed Name

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ADGWC Rep. Printed Name

\_\_\_\_\_  
ADGWC Rep. Signature

\_\_\_\_\_  
Date

ADGWC  
Venue Space Rental Form