

ADGWC 1912 Venue Space Rental Agreement

To speak with an ADGWC Rep./Scheduler regarding rentals, please call 608.647.0255—Darlene Waldsmith
or send inquiry via CONTACTS on the website.

RENTAL RATES

Hourly Fee: \$50.00 per hour general public and \$30.00 per hour verified Non-Profit Organizations

Cleaning Fee: \$50.00

Security Deposit Fee: \$100.00

Checks cashed upon receipt. Please submit security deposit fee check separate from rental fee. Per following rental rules, security deposit will be refunded within 10 working days after the event.

RENTAL INCLUSIONS

30-minute setup and 30-minute tear down allowance in addition to rental time.

Tables & Chairs included with black chair covers for up to 70 people. Max capacity of space is **95**.

Lectern and common space décor. Refrigerator & coolers if requested.

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 inside or outside venue space during rental period. Renter **MUST** sign the rental agreement and representative be on site during rental period.
- Venue not booked until ALL rental fees (including security deposit) are paid in full.
- \$25.00/hour will be charged after 30-minute tear down if premises is still in use.
- Renters are required to empty garbage and recycle cans near back door behind building.
- 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 open 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. Prior to event, some 1912 art may be temporarily removed by scheduler to accommodate event décor.
- **The ADGWC reserves the right to refuse rental of venue space.**
- Renter must call 608.647.0255 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 Warehouse Venue Space Details for 1912
Send Checks and Agreement to ADGWC, P.O. Box 436, Richland Center, WI 53591

Rental Information

Event Type/Theme:

Date of Event Requested:	
Time Requested/Hours:	
How many guests should be prepared for approximately?	

Renter Information

Renter/Responsible Party Name:	
Renter Address:	
Renter Phone Number:	
Renter E-Mail:	

Rental Specifics

Table Linens? How Many? Y N	Table Runners? How Many? Y N	Number of Tables?	Chair Covers? How Many? Y N
Lectern Y N	Refrigerator use? Y N	Will there be a Caterer or DJ? Y N	Do you need an event coordinator? Y N
Special Package such as Petit Wedding or use of table service? Y N Ask for the service.	Alcoholic beverages to be served? Y N –Ask about policy.		

Other:

Parking, use, or needs related to event? Requests:

Internal Use Only: Initialed by Receiver of Fees—Enter into database

Date: Base Fee, Cleaning Fee, Security Deposit Rcd:

Other Fees: Linens, dishes, Special Packages Rcd:

Security Deposit Returned and Event Filed Dates: