



Town of Iron River Community Center

Town of Iron River
Bayfield County
PO Box 485
Iron River, WI 54847

Thank you for selecting the Iron River Community Center to host your event.

Enclosed in this packet you will find all the necessary paperwork to schedule your event. Please read everything carefully and sign the Facility User Agreement and Acknowledgment of the Rules and Regulations. Return the signed copy along with your \$100.00 deposit and keep the other copy for your records.

Also enclosed you will find a few different floor plans. You must choose one of these floor plans or provide instructions as to what you want in the blank plan.

Your reservation will be held for (2) two weeks from the date of this letter. If your agreement is not received, we will assume you no longer need the use of the facility and will reopen the date to the public.

For all events scheduled, there will be a \$10.00 charge if you cancel and do not inform The Town Clerk's Office. This charge is to cover the cost of someone setting up for you. There will be no exceptions.

Thank you again for selecting the Iron River Community Center, we look forward to helping with your event. Have a wonderful time.

Dated: _____

Iron River Community Center Booking Sheet

Please circle the following options that will be needed?

Bar: Civic Lounge	Microphone	Head Table	Kitchen
Podium	Serving Tables	Youth Room	Gift Table
	Cake/Punch Table		

Please note that some of these options require an additional charge.

Do you want names or an announcement on the sign by Highway 2? YES NO

What would you like it to say? _____

Would you like to reserve the hall on the prior day for setup or Decorating? YES
NO Note:

The earliest to get into the hall Friday is 12:00 P.M. Comments:

Date of event: _____ Contact Name: _____

Type of event: _____ Address: _____

Time of event: _____ #of people attending: _____ Phone: _____

Please use this space for special instructions, comments or questions.

CIVIC LOUNGE
IRON RIVER AREA FOUNDATION, INC.
PO BOX 485, IRON RIVER, WI. 54847

Dear Event Holder:

Congratulations on your upcoming event to be held at the Iron River Community Center. The Iron River Area Foundation has taken on the responsibility for these affairs. This concession is known as the "Civic Lounge".

We look forward to accommodating you. Our prices are listed below.

Civic Lounge Prices

1 keg of beer 16 Gallons (serves 240 in 14 oz. glasses)-----\$ 140.00

Pony Keg -8 Gallons (serves 120 in 14 oz. glasses)-----\$ 90.00

If more than 2 kegs, additional fee for trailer-----\$ 100.00

Champagne - You pay case price plus \$20.00.

12-750 ML bottles to case. You supply the glasses. Three-case prices available.
(Good, Better, Best)

Open Bar-Pay by the bottle-(what is left you take home) Price depends on liquor wanted.

Open Bar -With specified amount to spend -We suggest that you issue tickets for \$ 3.00 each. Distribution is at your discretion.

If you would like our services we will be at your event to meet all your refreshment needs. Please call to schedule a date and we will work out the details.

Thank-you, John Joseph (715) 372-8614 John LaGesse (715) 373-8560

Town of Iron River Community Center

Facility Use Agreement

Full payment of the refundable security deposit (\$100.00) is due upon booking the event.

The security deposit will be refunded following an inspection of the facility,

Damages to the premises, equipment, or properties of the Iron River Community Center caused by renters or their guests, either intentionally or through negligence or accident, will be paid for by the renting party. These expenses will be deducted from the security deposit. If the amount is larger than the deposit the renter will be billed,

For all events scheduled, there will be a \$10.00 charge if you cancel and do not inform the Iron River Clerk's Office (715-372-5457). This charge is to cover the cost of setting up for you. There will be no exceptions.

There will be a \$25.00 charge for any check returned for non-sufficient funds.

The renter agrees to abide by and enforce all rules and regulations governing the Iron River Community Center grounds, building and property (See Rules and Regulations).

Renter agrees to comply with all laws and city ordinances relative to the activity, and shall provide all necessary permits and licenses at renter's expense.

The Town of Iron River liability protection applies to Iron River facilities and employees ONLY. The renting party MUST provide its own liability coverage and agrees to hold harmless and indemnify the Town of Iron River and its employees from any and all liability, loss, damages, injuries, costs or expenses arising but of the actions of the group in the course of the event.

Cleanup: The renter is responsible for cleaning the kitchen, including dishes, and removing any food garbage from the building. The dumpster is located across the parking lot near the SE corner of the fire hall. Please do not use the VFW dumpster. All other garbage may be left in the building. However, everyone and all personal belongings MUST be out of the building by 2 A.M. An expense may be deducted from the security deposit if these requirements are not met.

I, the undersigned, have read and understand the Facility Use Agreement for the rental of Iron River Community Center, and agree to abide by it.

Signed: _____ Date: _____

Town of Iron River Community Center

Rules & Regulations

1. The building is available for rent seven (7) days per week, except for maintenance and special events.
2. All activities must conform to Federal, State and local laws. The proposed activity or use is not to reasonably interfere with, or distract from, the general public's enjoyment of the Community Center.
3. The proposed activities or use is not reasonably anticipated to entice violence, crime or disorderly conduct and will not entail unusual, extraordinary, burdensome expense, or police operation by the Town.
4. All functions, events and activities held at the Community Center MUST conform to the American's with Disabilities Act.
5. You MUST be 21 years of age to rent the facility. Youth activities MUST have adequate chaperones of at least 25 years of age or older. There shall be 1 adult chaperone per 10 youths.
6. You may ONLY use those areas that you have rented, and the restrooms. Failure to do so will result in you being charged for additional rooms. You will also be charge for any unauthorized time spent in the building. Your rental time must include decorating, takedown, cleanup, etc. Please plan accordingly. These charges will be taken from your security deposit.
7. No admission fees or ticket sales may be collected on the premises without permission.
8. A detailed room set-up plan MUST be submitted at least one week prior to your event. Your room(s) will be set-up for you when you arrive, according to your submitted plan. If a plan is not submitted prior to your event, the hall will be set-up the best way possible. However, no changes will be made after your arrival and you will not be allowed to rearrange the hall.
9. The individual who signs the contract will be the only liaison between the group and the Town. Changes in dates, set-up, billing, supplies, etc. will only be handled through this individual.