

Delavan Lake Assembly



1607 POTTAWATOMI DR.

Delavan, WI. 53115

“Wisconsin's Great Summer Paradise”



RENTAL AGREEMENT FOR DLA ASSEMBLY HALL (LEASEHOLDERS ONLY)

IN THE FOLLOWING CONTRACTUAL AGREEMENT, PLEASE CIRCLE THE ITEMS WHICH YOU WOULD LIKE TO RENT, THE DATE OF RENTAL AND SIGN AND DATE THE “HOLD HARMLESS AGREEMENT”. RETURN ALL TO THE DLA LADIES AUXILIARY, ALONG WITH THE APPROPRIATE FEE AND DEPOSIT. PLEASE BE ADVISED THAT RENTALS ON HOLIDAY WEEKENDS ARE NOT AVAILABLE.

ITEM A (ASSEMBLY HALL RENTAL):

TERMS AND CONDITIONS:

At the time that this contract is signed, a TWO HUNDRED (\$200.00) DOLLAR, non-refundable fee and a ONE HUNDRED (\$100.00) DOLLAR, refundable cleaning/security deposit is required, ONE MONTH (30 FULL DAYS) prior to the function/event, and a final guest count Must be submitted to the Ladies Auxiliary. The \$200.00 fee applies to a Saturday, Hall rental, the fee for Friday or Sunday is \$100.00. Parking, off street, for 12 automobiles, will be arranged by the DLA Caretaker and additional automobile parking, away from DLA Grounds, is the responsibility of the Assembly Hall Lessee. The Lessee agrees to supply one portable toilet for each 50

attending guests and proof of this equipment rental must be submitted 30 days prior to your Hall rental date. All music and noise making devices must cease, at mid-night. Providing that Assembly Hall and the surrounding areas are left in the same order as it was presented to the Lessee, the security deposit will be returned, within one week. The Lessee is responsible for cleaning and removing any food, utensils, dishes, glasses, silverware, containers, decorations and all debris generated by the event, by 12:00, noon, on the day following the event. An additional fee, up to \$500.00 may be assessed to the Lessee, if this deadline is not met.

The Lessee is liable for any loss or damages, from any cause whatsoever, to furniture, equipment, furnishings or any portion of the real or personal property of the Lessor, during the term of rental and further agrees to indemnify and hold harmless the Lessor (DLA, ASSEMBLY PARK) for any damages, for which it may become responsible, by any act of negligence, on the part of the Lessee, his agents, vendors, employees, guests, contractors and invitees.

If the Lessor (DLA, ASSEMBLY PARK) shall be unable to perform any of its obligations, under this contract, for reasons beyond its control (such as fire, windstorm, unforeseeable damage to structure, strikes, Acts of God, or other unavoidable casualties) then the Lessor (DLA, ASSEMBLY PARK) will have the right to refund any rental monies paid, by the signer of this Agreement and declare this Rental Agreement null and void.

The undersigned agrees that he or she is NOT renting DLA, ASSEMBLY HALL, for a non-Leaseholder nor for a party, for persons under the age of 21 years, during which alcoholic beverages will be served. The undersigned further agrees that no controlled substances will be used by any invitees or attendees. The Lessee also agrees that he or she is responsible for ALL attendees conduct and activities, anyplace on the DLA, GROUNDS, during the period of your event. Violating any of the terms and conditions will result in your event will be cancelled, or shut down immediately and you will forfeit ALL money and deposits, which have been paid, INCLUDING the refundable security/cleaning deposit. Any violations of Federal, State or Local Laws or ordinances will promptly be

turned over to the authorities and this action will result in forfeiture of ALL MONEY & DEPOSITS, which have been paid. If the Lessor (DLA, ASSEMBLY HALL) incurs any expenses, because of an occurrence or disturbance, during your event, you, the Lessee, will be liable for these expenses.

ITEM A-1 (ASSEMBLY HALL TENT RENTAL):

TERMS AND CONDITIONS:

At the time that this contract is signed, a FOUR HUNDRED (\$400.00) DOLLAR, non-refundable fee and a ONE HUNDRED (\$100.00) DOLLAR, refundable cleaning/security deposit is required, ONE MONTH (30 FULL DAYS) prior to the function/event, and a final guest count Must be submitted to the Ladies Auxiliary. The Assembly Park Caretaker will install this tent, providing there is a 30-day notice, given before the event. Removal and storage of this tent will also be done by the Assembly Park Caretaker. Apart from installation and removal, all Terms and Conditions outlined in "ITEM A" APPLY TO ITEM A-1.

ITEM B (EVENT TENT):

TERMS AND CONDITIONS:

At the time this contract is signed, a FIVE HUNDRED (\$500.00) DOLLAR, non-refundable fee and a ONE HUNDRED (\$100.00) DOLLAR, refundable cleaning/security deposit is required, ONE MONTH (30 FULL DAYS) prior to the function/event, and a final guest count MUST be submitted to the ladies Auxiliary.

Parking, off street, for 12 automobiles, will be arranged by the DLA Caretaker and additional automobile parking, away from DLA Grounds, is the responsibility of the Assembly Hall Lessee. An event tent may be installed on Wall St., between Pottawatomie Dr. and Assembly Lane. This installation is to be accomplished by an independent contractor, who is adequately insured, as determined by the Board of Directors and who will install the tent 24 hours prior to the event. The tent must be completely removed, from the Assembly Park Grounds by 12:00 noon, the day following the event. If the tent, which restricts Park traffic, is not removed, by 12:00 noon, the following day, an additional fee, up to \$500.00, may be assessed to the Lessee, if this deadline is not met.

All the Terms and Conditions outlined in "ITEM A" APPLY TO ITEM

B. ITEM C (DANCE FLOOR):

TERMS AND CONDITIONS:

At the time this contract is signed, a FIVE HUNDRED (\$500.00) DOLLAR, non-refundable deposit and a ONE HUNDRED (\$100.00) DOLLAR, refundable cleaning/security fee is required, ONE MONTH (30 FULL DAYS) prior to the function/event, and a final guest count MUST be submitted to the Ladies Auxiliary. A temporary wooden dance floor and a small wooden stage may be constructed, in the baseball field, adjacent to the "event tent", for this event. This installation is to be accomplished by an independent contractor, who is adequately insured, as determined by the Board of Directors and who will install the tent 24 hours prior to the event. The dance floor and stage must be completely removed, from the Assembly Park Grounds by

12:00 noon, the day following the event. If the dance floor and stage, which restricts the use of the baseball field, is not removed, by 12:00 noon, the following day, an additional fee, up to \$500.00 may be assessed to the Lessee, if this deadline is not met.

All the Terms and Conditions outlined in "ITEM A" APPLY TO ITEM

C. NOTE: A source of electrical power is included in this, "ITEM C" rental agreement. All electrical power cords, terminal connections and electronic equipment connections are the responsibility of the Lessee and DLA, ASSEMBLY PARK will be held harmless for any wiring, lighting, electrical connections occurrences.

ITEM D (GAZEBO):

TERMS AND CONDITIONS:

The Gazebo may be rented, for an event, providing it is in conjunction with another Item of this contract. At the time this contract is signed, a ONE HUNDRED (\$100.00) DOLLAR, non-refundable deposit and a ONE HUNDRED (\$100.00) DOLLAR, refundable cleaning/security deposit is required, ONE MONTH (30 FULL DAYS) prior to the function/event, and a final guest count must be provided. If the Gazebo is decorated for an event, the decorations and/or lighting must be completely removed, from the Assembly Park Grounds by 12:00 noon, the day following the event. If the Gazebo decorations and/or lighting is not removed, by 12:00 noon, the following day, an additional fee, up to \$500.00 may be assessed to the Lessee, if this deadline is not met.

All the Terms and Conditions outlined in "ITEM A" APPLY TO ITEM D.

NOTE: A source of electrical power is included in this, "ITEM D" rental agreement. All electrical power cords, terminal connections and electronic equipment connections are the responsibility of the Lessee and DLA, ASSEMBLY PARK will be held harmless for any wiring, lighting, electrical connections occurrences.

PROPOSED EVENT DATE: _____

E-MAIL ADDRESS: _____

LEASEHOLDER

DATE

LA BOARD MEMBER

DATE