

GALLOWAY COMMUNITY CENTER RENTAL AGREEMENT

203340 State Highway 49, Galloway, WI 54499 ~ 715-454-6750

Payment in the form of two checks made out to Galloway Community Center is required: one for the rental cost and one for the deposit. When your event is done and the center has been inspected, the deposit check will be returned.

A message on the sign out front is included with each rental. If desired, please include it below with your contact info.

Please note minimal supplies are available such as utensils, dish cloths and towels, tablecloths, etc.

Toilet paper and paper towels for the bathrooms are provided as well as minimal garbage bags.

Park hours are 8 am to midnight.

Please check one box, 1-6, and 7 if it applies.

Every Rental includes set up and cleanup – only choose ONE day if all can be completed in ONE day.

Rental of BOTH the Center and Shelter

			RENTAL COST	DEPOSIT
√	1.	ONE day (set up and clean up the same day)	\$200	\$200
	2.	TWO days	\$300	\$200
	3.	THREE days	\$500	\$200

Rental of EITHER the Center OR the Shelter

		4. ONE day (set up and clean up the same day)-Circle one: Center - Shelter	\$100	\$200
		5. TWO days - Circle one: Center - Shelter	\$200	\$200
		6. THREE days - Circle one: Center - Shelter	\$300	\$200

		7. Microphone - Available upon request with rental of the Center only	\$250
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A sound system is available with the rental of the Center. Bring your cell phone or MP3 player with music – the aux cord can be found in the kitchen near the telephone, the power switch and volume control are in the water heater cabinet to the left of the kitchen sink.

To receive a full refund of your deposit the following conditions must be met:

1. Kitchen sink, countertops, tables, and chairs cleaned.
2. Restroom sinks, toilets, toilet seats, and urinals are clean.
3. Limited kitchen utensils, towels/tablecloths are available for use and must be cleaned and returned.
4. **Floors swept and mopped. Do not leave mops in buckets.**
5. Do not leave garbage in cans or on the grounds. Everything must be picked up. Place all trash into dumpster behind Galloway garage.
6. All decorations must be taken down. No tape left on walls or posts.
7. Put all things back where they were originally found – tables, chairs, utensils, etc.

Brooms, mops/buckets, and cleaning supplies are available in the utility room across from the bathrooms.

*I have read and understand the contents of the rental agreement and under these terms: take full responsibility for the condition of the building and grounds during the specified contract period. I also understand I am responsible for the **cleaning, repairs, and/or replacing** of any property missing or damaged during rental of the facility. If not, the deposit or a portion of the deposit will be kept for those costs **including time spent emptying garbage cans.***

Purpose of Rental: _____

Message for sign: _____

Rental Date(s): _____ **Total Fee + Deposit Included:** _____

Name: _____

Phone: _____ **Email:** _____

Address: _____

Signature: _____

Permission to destroy deposit check if no portion is being withheld for cleaning, repairs, etc. _____

**Make and retain one copy for your records and return the original to:
Mary Uttecht, 206133 Freedom Point Lane, Wittenberg, WI 54499**

For Office use only: Date received: _____
Check # _____ and Check # _____
Date and Amt of Deposit Returned: _____