

Village of Arpin


6190 CTH N
PO Box 38
Arpin, WI 54410

The Village of Arpin Board has determined the following rules for renting the Municipal Building or Kandy Kane Park.

Rental & Deposit Fees per day:

- Municipal Building: \$110 rental fee + \$50 cleaning fee = \$160.00.
- Kandy Kane Park: \$100 rental fee + \$50 cleaning fee = \$150.00.

Local non-profit organizations rental fee will be waived upon approval of the Village Board, non-profit organizations will be required to pay the cleaning deposit

Reservations:

- All reservations must be made with the Village Clerk office.
- Reservations will be on a first come first serve basis. Consecutive reservations will be allowed on weekdays only.
- The rental fee and cleaning deposit must be paid to reserve the date. The Village Clerk's office shall be notified of any reservation that is to be canceled. Please see cancellation process.

Agreement:

- Cleaning fee will only be refundable if the building is left in clean condition. Kitchen and bathroom area must be cleaned after your event. Floors swept and mopped. Cleaning supplies are located in each bathroom under the sink and in kitchen. Mop, mop pail, broom and dustpan are located in closet, along with extra chairs. Garbage must be emptied and put in dumpster located outside. Garbage bags will be kept under kitchen sink. Chairs and tables should be arranged the same as you saw when you came. *The \$50 cleaning fee will be returned following the Village of Arpin's next monthly meeting (2nd Wednesday of the month).*
- All doors must be locked when you leave the building.
- All windows must be closed and latched.
- Tent stakes and canopies require prior approval from the Village of Arpin Board.
- Parking is only allowed in designated areas.
- The renter must be at least 18 years of age. For activities that include alcohol, the renter must be at least 21 years of age.
- It shall be the responsibility of the renter to obtain any necessary permits or licenses required, and to abide by all state laws, as well as Village ordinances, resolutions, and policies.
- No open burning, i.e., fire pits, fire rings on Village grounds.
- **The Village of Arpin is not responsible for any injuries, accidents, damage to the renter's property, or legal actions while during the course of the rental. Renter assumes all liability for the duration of the event.**

Cancellations:

If a reservation is canceled before 30 days of the rental date, ½ of the deposit will be returned. If reservation is canceled 30 days or less of the rental date, no refund will be issued.

Damages:

Upon follow-up inspection of the facility and surrounding area, the Village of Arpin reserves the right to withhold the deposit to cover the cost of cleaning, garbage removal, fees and/or costs for repair of damages caused by the neglect of the Renter and/or your guests. Damage not covered by the deposit will be charged to the Renter. Village residents: Unpaid damages will be added to your property tax bill as a special charge.

☒ Facility Renting _____

Date of Rental: _____

☐ Kandy Kane Park (\$150.00)

Time to Open Building: _____

☐ Village Municipal Building (\$160.00)

Renter Name: _____

Address: _____

Phone: _____

Email: _____

I, the undersigned, agree to the rules listed above.

Signature of Renter

Please, return a signed copy of this contract with your rental/deposit fee and make a copy of this contract for your records.

The Village of Arpin would like to thank-you for your cooperation. If you have questions or concerns or if there is a problem with the rental facility on the day of your event, please contact a Village Board Member, the Village Office 715-652-2010 or Ken Albrecht 715-305-5854. Thank-you!

Office Use Only

Check #: _____

Date Received: _____

Deposit Returned: _____