City of Neillsville

Parks and Recreation **O’Neill Ice Arena Reservation Form**

**Facility Availability** - The O’Neill Ice Arena is available for rental as follows:

* + October 15 thru March 31, Reservations may be made up to 45 days in advance.
	+ April 1 thru October 14, Reservations may be made up to one year in advance.
	+ Available Hours: 7:00 AM to 10:00 PM. Maximum Capacity - 60 people.

**Purpose of Your Reservation:** (Ex. Birthday Party, Reunion etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rental Rate** – Full Day, 7:00 AM to 10PM = $60.00

 Four (4) Consecutive Hours (Only Available Monday to Friday) = $30.00

**Security Deposit** – A Security Deposit of $60.00 shall be paid at the same time as the Reservation Payment. The Security Deposit ensures that the person(s) making the reservation properly cleans and maintains the welfare of the building to the same condition as received. If the facility suffers damage or is not cleaned to appropriate standards, you will be invoiced for the time (at the rate specified on the reverse side) and materials at actual cost, with a minimum charge of $60.00. The Security Deposit will be returned, by check, to the person and address listed below if the building is left clean and in the same condition as received. Following the CLEANING AND CLOSING CHECKLIST will help you get your security deposit back. Please help us keep rental fees low by doing your part in taking care of the facility.

**Reservation/Security Deposit Payment** – Full payment is due at the time of reservation. Reservations may be made in person at the Neillsville City Hall, 106 W Division St, Neillsville, WI 54456.

**Reservation Cancellations** – You must contact the City to cancel your reservation. You may do so in person at City Hall or by calling 715 743 2105. If cancellation occurs 30 or more days prior to the reservation date, all but $15.00 of your reservation/security deposit will be refunded. If cancellation occurs less than 30 days prior to the reservation date, there will be no refund of the reservation fee, the Security Deposit will be returned. All refunds will be by check delivered in person or by mail to the person and address listed below.

**Personal Belongings** – For multi-day reservations, you may choose to leave personal belongings overnight. If you do so, you assume all risk of theft, damage or other loss. The City does not recommend leaving items of value in the facility.

**Electronic Entry Code** – The facility is equipped with an electronic code entry lock. You will receive the entry code at the time your reservation is confirmed. The code is only valid for the time you have the facility rented. As you are responsible for the facility during your rental period, do not share the code with others.

**General Facility Policies** – Please see the reverse side of this document.

**Date of Rental:** Daily Rental Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_

 Hourly Rental Date (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_\_\_

 Hours rented: \_\_\_\_\_\_\_\_\_am pm to \_\_\_\_\_\_\_\_\_ am pm = NOT MORE THAN 4 HOURS

**Renter’s Information** -

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Days Rented \_\_\_\_\_\_ X $60.00 = $\_\_\_\_\_\_\_\_\_\_\_\_

Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hourly Rental \_\_\_\_\_\_ X $30.00 = $\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sec. Deposit $**\_\_\_\_\_\_\_60.00**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TOTAL DUE $ \_\_\_\_\_\_\_\_\_\_\_\_**

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assigned Entry Code \_\_\_\_\_\_\_\_\_\_\_\_

I have read both sides of this agreement and the Cleaning and Closing Checklist and accept the terms and conditions.

Sign Here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GENERAL FACILITY POLICIES**

1. **Restricted Areas:** Certain portions of the facility are locked/closed and are unavailable to the Renter. If an area is locked or otherwise inaccessible, it is meant to be that way. DO NOT ENTER such areas. If you have questions about what areas of the facility are available for your use, ask before you finalize your reservation.
2. **Damage**: The City reserves the right to charge Renter for any additional costs (i.e., damage, cleaning, materials, etc.) that are determined to be the fault of the Renter or Renter’s agents and/or guests. Any additional costs are due within thirty (30) days of date of invoice. Hourly maintenance/damage repair fees are charged at a rate of $50.00 per hour per worker. Materials are charged at actual cost. These fees may also be applied for maintenance calls during the rental period which are caused by Renter, Renter’s agents and/or guests, or for post event clean up and damage repairs.
3. **Event Clean Up**: It is your obligation to return the facility back to the condition it was in when you rented it. See the Cleaning and Closing Checklist for your obligations before leaving the facility. Following the checklist and performing all of the tasks will help you to receive the return of your security deposit and avoid extra charges.
4. **Open Flames**: Use of candles, grills or open flame cooking and appliances inside facilities is not permitted. Crock
pots, roasters and other food warming appliances are permitted.
5. **Decorations**:
	1. No early (pre-rental) set-up or late (post-rental) take-down of decorations is allowed. All decorations shall be installed and removed during the period of your rental of the facility. If you need extra time for decorations, you must add hours or days to your rental.
	2. Only masking tape may be used for the installation of decorations on any surfaces. Adhesive tape, duct tape, Scotch tape, nails, tacks, staples or other mechanical fasteners are not permitted. Candles, confetti, glitter or sprinkle decorations of any kind are not permitted.
6. **Alcohol/Drug Use**: Sale of alcohol is not permitted. Renter must inform the City at time of reservation if alcohol will be on the premises. Renter may not serve alcohol to minors or allow minors to consume alcohol at the facilities or on the grounds at any time. Renter shall ensure alcoholic beverages are consumed in a responsible manner. Drug use is not permitted. Glass bottles are not allowed on the premises.
7. **Smoking/Vaping**: Smoking and/or Vaping is not allowed in any City facility. Smoking/Vaping is permitted on grounds outside of the facility. Smoking waste shall be discarded safely and appropriately.
8. **Lost & Found**: The City takes no responsibility for personal property left at Facilities during or after any event. Any found personal property will be held for thirty (30) days for recovery by the rightful owner. If the property is
not timely recovered, the property will be deemed abandoned and disposed of appropriately.
9. **Ground Punctures**: City facilities are surrounded by buried utilities including, but not limited to, electrical
service, phone, water, and sewer lines. For this reason, Renter and its attendees are prohibited from driving anything into the ground that could risk an underground puncture without preapproval from The City. This includes, but is not limited, to shovels, stakes, posts, poles, tent anchors etc.
10. **Assignment/Delegation**: The renter shall not transfer, assign and/or delegate the renter’s reservation or any interest arising herein to another person or entity, without the written consent of the City.
11. **Emergency Maintenance Needs**: If there are any issues call the City at 715-743-2105 Monday-Friday 8 AM – 4:00 PM. For a problem after these hours or on the weekend, please call 715-743-3121. If the callout is for a situation the Renter or attendees created, the Renter will be billed for the time, materials, and equipment used to correct the problem at the rates set forth above.
12. **Warranties**: The City makes no warranties or representations, implied or expressed, as to the nature, conditions,
suitability, safety, risks of use, or security of The City’s facilities. The City provides facilities as-is with Renter’s use of the facilities at the Renter’s own risk. The City in its sole discretion reserves the right to refuse rental of the facility to any person, entity or group if the City determines it is in the best interests of the City to do so.
13. **Compliance**:
	1. Renter agrees to comply with all applicable city, county, State, and Federal laws, rules and/or regulations and shall conduct no illegal act on the premises.
	2. The City reserves the right, in its exclusive discretion, to expel renter and/or anyone from the facility if anyone acts in a manner contrary to the foregoing or in any other manner detrimental to the well-being of the facility. In such a situation, refunds may be provided at the sole discretion of The City.

