**APPLICATION FOR COMMUNITY USE OF VILLAGE FACILITIES**

**& CHAIR RENTAL**

Any person or organization intending to rent the fairground buildings, chairs or other park grounds must submit their rental agreement and payment prior to using the facilities.

Cost is $30/day with $100 deposit. Camping is $5/night, $10 with electricity.

Village chair rental is $1/chair/day.

Name of Renter or Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Use:\_\_\_\_/\_\_\_\_\_/\_\_\_\_Circle **ALL** days: MON. TUES. WED. THURS. FRI. SAT. SUN.

Time of Use: From\_\_\_\_\_\_\_\_\_\_\_ AM/PM To \_\_\_\_\_\_\_\_\_\_\_\_AM/PM

Facility to be Used: **FAIRGROUNDS** and/or **BUILDINGS, MUNICIPAL BLDG., PARKS, CHAIRS, OTHER**

Type of Event: Thrift Sale Ball Game Wedding Reunion Concert Benefit Graduation

Non Profit: Civic Church Charity Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description of Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Rental: How Many\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THE RENTER OR ORGANIZATION AGREES TO THE FOLLOWING RULES:**

1. The individual listed as renter must be a minimum of 21 years of age and will be responsible for the rules, supervision and proper conduct of all persons using the facility.
2. The renter shall be responsible for damage, loss, and/or breakage of Village property.
3. All property belonging to the activity must be removed at the close of the event, **INCLUDING** **GARBAGE.** (Must be taken with you)
4. Any property belonging to the Village shall not be removed from the premises.
5. Where permitted by law, the applicant shall agree to indemnify, save and hold free and harmless, the Village of Colfax, their officers, agents, and employees, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the Village of Colfax, their officers, agents or employees, or any of them may sustain or incur or that may be imposed upon any of them or injury to, or death of persons or damages to property arising out of, connected with, or attributable to the rental, use and occupancy of the Village Facilities as provided herein.

Individual Responsible:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Colfax Village Board reserves the right to wave any of the guidelines in this document.**

**THE COLFAX VILLAGE BOARD**

**P.O. Box 417**

**Colfax, WI 54730**

**715-962-3311**

**DATE KEYS PICKED UP: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**DATE KEYS RETURNED: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**DEPOSIT PAID: YES\_\_\_\_\_ NO\_\_\_\_\_ DATE PAID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHAIRS RENTED: YES\_\_\_\_ HOW MANY:\_\_\_\_\_\_\_\_**

**USE OF VILLAGE FACILITIES**

**General Policy**

Village Facilities belong to the residents of Colfax and we encourage the use of these facilities. Nonprofit organizations connected with the Village may use these facilities without charge. The $100 deposit is still applicable and will be refunded upon satisfactory inspection of the premises.

When a youth activity is scheduled, the reservation must be made in the name of an adult at least 21 years of age. Please provide the Village with the names and telephone numbers of those who will act as chaperones.

**INDIVIDUALS MAY NOT BORROW VILLAGE PROPERTY.**

**Fees**

**Fairgrounds and/or Buildings**: $30 per day payable with application, **PLUS** $100 deposit (separate check due when picking key up)

**Camping:** $5/night, $10 with electricity/night.

**Chair Rental:** $1/chair/day

Security deposits will be returned after inspection of premises and key return. The facilities must be “broom clean”; bring your own brooms, they are NOT provided.

Payment is to be made with reservations (at the Village Hall), any deposit is to be paid when the key is obtained from the Village Hall. A 24-hour cancellation notice prior to the event is required in order to assure the return of any monies paid.

**Conditions of Use**

The individual listed as the renter must be 21 years of age and will be held responsible for the adherence to the rules and proper conduct of all persons using the facilities. The renter will be billed for any missing items and/or any damage to the Village property.

All property belonging to the renter must be removed at the close of the activity, **INCLUDING GARBAGE!**

If decorations are used, they must be temporary and must be installed and removed during the rental period.

With the exception of the Colfax Free Fair and Colfax Firemen’s Ball, all live music must end at 12:00 midnight.

The Village may require the renter to provide a Certificate of Insurance which will name the Village of Colfax as an additional insured, and shall provide adequate liability and property damage coverage for the event.

The Village shall NOT be responsible for the loss, theft, removal or damage to personal property, not for personal injury resulting from the conduct of any activities.

Portable toilet facilities are the financial responsibility of the group requiring the use of such.

If alcoholic beverages are sold, paid for by tickets, cost of meal, donations etc., a Class “B” Picnic License is required. The application, submitted by a legally formed organization, must be filed with the Village Clerk’s office no less than 15 days PRIOR to event for consideration by the Colfax Village Board. The regular meetings are held on the second and fourth Mondays of each month. There is no special meeting held for consideration of application.

**Not Permitted**

Nudity

Drugs

Violence

Animal Sports

Fireworks w/o permit

Open Fire w/o permit

Overnight camping is not allowed without prior consent and fee payment. Fees may be paid and permission granted by the Village Clerk’s office during regular office hours (8am-4pm) or from the Colfax Police Department personnel after hours.

\*We reserve the right to refuse rental of Village facilities, if in the opinion of the Village Board, the rental is not in the best interest of the Village of Colfax.\*