

### **Lois and Tom Dolan Community Center Terms & Conditions**

The Village of Brown Deer Park and Recreation Department reserves the right to change, add, adjust, or delete any rules or regulations found in this permit agreement. The Department also reserves the right to close any event which poses a threat to the safety of the participants, the facility, the Bradley Crossing residential complex, or violates any of the conditions stated.

**Alcohol:** Only **Fermented Malt Beverages** (i.e. beer and wine) may be served during your event. **NO HARD ALCOHOL** (meaning but not limited to: an alcoholic beverage that is distilled rather than fermented – i.e. vodka, whiskies, rum, gin, tequila, and brandy).

Any gathering where alcohol is served shall be a private affair, not open to the public, nor advertised publicly in any manner. No charge for beverages shall be made for guests, and no alcoholic beverages shall be distributed to any persons under 21 years of age. **No alcoholic beverages shall be dispensed or be in possession of any person on the premises after 9:00 PM (Saturday) or 7:00 PM (Sunday).**

**No alcohol is permitted outside the building or to be consumed in the parking lot.**

Note: Sale of alcoholic beverages requires appropriate permitting and approval by the Village of Brown Deer. Unauthorized sales of alcohol may result in notification to law enforcement.

**Animals:** Animals are **NOT** permitted inside any programming facility, except for certified service animals or unless otherwise noted. In accordance with the Americans with Disabilities Act (ADA), persons with services animals may be asked 1) if the service animal is required because of a disability and 2) what work or task has the service animal been trained to perform.

#### **Availability/Rate:**

Saturdays, 11:00am – 9:00pm

Sundays, 9:00am – 7:00pm

Permit time includes set up and clean up.

#### **Includes:**

12 60-inch Round Tables

5 45-inch Round Tables

2 8-foot Rectangular Banquet Tables

3 Card Tables

Kitchen Access (including oven, stove, microwave, sink, fridge/freezer)

Rate: \$80/hr plus tax (Minimum of 3 Hours)

Deposit: \$200

Entertainment Package (1): \$50

- Projector with Screen
- Microphone(s)

Entertainment Package (2): \$30

- Easels (x2)
- Backdrop Stand

**Audio/Visual Equipment:** Audio/Visual Equipment (A/V) is available for additional fees with rental of the Lois and Tom Dolan Community Center. Failure to return A/V in the condition provided may result in a loss of the deposit fee.

**Bathrooms:** Restroom facilities are located in programming facilities and are expected to be returned in serviceable condition upon the conclusion of the scheduled event.

**Cancellations and/or Refunds:**

Failure to make full payment three weeks prior to the scheduled event will result in loss of reservation and deposit.

Deposits will be refunded, partially or in full, within five business days after your scheduled event if payment was made with a debit or credit card. If payment is made with a check or cash, any refund will be made by check and will take up to two weeks.

Deposits can be withheld or partially withheld for the following reasons:

- Late arrivals will be assessed \$60.
- If the space is not clean and/or damage has occurred to the structure and/or equipment, may result in the loss of all or part of your deposit.
- You will forfeit all the deposit for failure to leave at the scheduled end time.

**Clean Up Responsibilities Include:**

Rearranging all tables and chairs back into the formation you found it in upon arrival.

Wiping down all tables and counter space.

Sweeping the floor and leaving no excessive crumbs or spills.

Placing all the garbage in the proper receptacles.

**Donation for Recreation:** Adding a donation helps provide financial support to our department and individuals who are unable to afford program fees. Donations can be made online with your registration or in person at the Brown Deer Village Hall

**Inclement Weather:** The Park and Recreation Department will evaluate refunds of rentals on a case-by-case basis. The department will determine if a pro-rated or full refund will be issued based on severe weather conditions determined by the National Weather Service that impact the safety of the renter and their guests.

**Insurance:** The Park and Recreation Department does not provide hospital or medical insurance coverage for individuals who participate in sponsored programs. Participants are advised to obtain their own insurance coverage prior to registration in any program.

May it also be understood, the individual(s), who have registered to participate in the activity(ies) made available by the Brown Deer Park and Recreation Department and further agree to indemnify and hold harmless the Village of Brown Deer and its employees, officers, and agents from and against any and all liability. In addition, I understand that the requested programs, like all activity, have some inherent risk involved. Furthermore, the individual(s) registered to participate are in good physical condition appropriate for the stated activity(ies) and that participant(s) must assume full responsibility for injuries incurred while taking part in an activity. No accident insurance is provided by the Village of Brown Deer. I/We have read and agree to the registration and related department policies, including the right to use my photograph or image with or without my name, both single and in conjunction with other persons or objects for any and all purposes including, but not limited to, private or public presentations, advertising, publicity

**Office Closures:** Village offices will be closed in observation of the following holidays:

New Year's Day

Dr. Martin Luther King Jr. Day

Memorial Day

July Fourth

Labor Day

Thanksgiving Day and the Day after

Either Christmas Day or the following Monday if Christmas Day occurs on a weekend and one additional day after the observed day for Christmas Day

### **Rental Conditions**

1. Permits will not be issued to any persons under 21 years of age.
2. This is a residential facility, please be respectful.
3. No decorations may be hung or taped on the walls or from the ceiling.
4. No Glitter or Confetti, including confetti filled balloons.
5. No open flames may be utilized in any event space or property managed or owned by the Village of Brown Deer Parks and Recreation Department. Electronic candles are acceptable substitutions. Failure to abide by this policy may result in the forfeiture of any deposit.
6. No smoking inside or outside of the building.
7. No amplified music or DJs.
8. No animals are allowed in the building except for service animals.
9. No grilling in the parking lot.
10. No removal or damage to the rental equipment
11. Permit groups are not allowed to sell food or beverage at their event.
12. Your permit includes the inside the Lois and Tom Dolan Community Center. Patrons are asked to not congregate in the parking lot or in the residents outside picnic areas.