

**OSHKOSH CITY AUDITORIUM RENTAL AGREEMENT
WITH _____**

THIS AGREEMENT made and entered into this ___ day of _____, 20___ and between the CITY OF OSHKOSH and _____ renting the City Auditorium.

REGULATIONS FOR THE USE OF THE CITY AUDITORIUM: ANY QUESTIONS CONCERNING THIS AGREEMENT, CALL CITY HALL 308-772-3686.

1. Reservations, payments, and deposits are to be made in advance with the City Clerk. Deposit will not be refunded if any of the below steps are not completed when the function is finished.
2. Keys for the Auditorium shall be obtained from the City or Deputy Clerk at the time payment is made. Keys shall be returned to the City Hall prior to the next scheduled activity, but in no case shall it exceed 24 hours, unless given special permission from the City Clerk.
- ** 3. For evening functions, the Auditorium shall be cleaned by **10:00 o'clock a.m., the following day**, unless special permission is obtained from the City Clerk. (\$50.00 late day fee can be allowed)
4. After any function the **building (including restrooms) are to be cleaned** and returned to the original state by the Renter. **This includes: Mopping Kitchen Area, Back Room, Hallways, Bathrooms, Wood Flooring, & Carpet. See Attached Cleaning Checklist. After Setting Up Chairs Put Empty Carts Under Stage for Storage.**
5. **HEAT IS TO BE TURNED DOWN TO 50 DEGREES IN BACK AND TURNED OFF IN FRONT, AND AIR CONDITIONING TURNED OFF! YOUR DEPOSIT WILL NOT BE REFUNDED IF THESE CONDITIONS ARE NOT MET. PLEASE PAY SPECIAL ATTENTION TO THIS AREA. THE AIR CONDITIONER HAS BEEN KNOWN TO FREEZE UP IF YOU LEAVE IT ON FULL BLAST FOR OVER 24 HOURS.** There is one round thermostat under each air conditioner. The heat thermostats are rectangle and are on the east wall.
6. **Absolutely, No Holes are to be Made, and No Tape to be Used.**
7. Both bathroom doors and both doors leading to the back part need to be closed after function is done.
8. The Renter agrees to assume responsibility and pay for all damages to the building or its contents during the Renter's function.

9. Removal of any property, including tables and chairs is prohibited, unless by special permission by the City Council.
10. Policing of the Auditorium shall be the responsibility of the Renter and not that of the City of Oshkosh.
11. The City of Oshkosh is not responsible for any accidents of any kind and anyone using the Auditorium does so at their own risk.
12. **ALCOHOLIC BEVERAGES: NO Alcoholic Beverages Will Be Permitted for any event, unless a SPECIAL DESIGNATED LIQUOR LICENSE HAS BEEN OBTAINED FROM THE STATE LIQUOR CONTROL COMMISSION AND APPROVED BY THE MAYOR & CITY COUNCIL.**
 - a. No alcoholic beverages will be served to any minor.
 - b. The Renter shall be responsible for the enforcing of these regulations.
 - c. The sale of alcoholic beverages is strictly prohibited without a license.
 - d. All liquor must be kept inside the building.
 - e. All alcoholic beverages will be served from the back room of the Auditorium.

The City of Oshkosh has this day leased to the Renter, _____, for a _____ and said event to take place on the ___ day of _____, 20___; the rental of the same shall be the sum of \$_____ per day.

Both parties hereto agree that they have read and know the regulations governing the use of the Auditorium and the said regulations are incorporated in and made a part of this Agreement, and all parties agree to abide by the same.

IN WITNESS WHEREOF THE PARTIES HAVE SET THEIR HANDS THIS ___ DAY OF _____, 2016.

RENTAL FEE: \$_____

DEPOSIT PAID: \$300.00

DATE PAID: _____

BY: _____
Renter

LeAnn Brown, City Clerk

AUDITORIUM CLEANING CHECKLIST

The floor in the east room has just been re-finished. Do not put deep scratches, holes or any other gouges into the flooring! If there are any deep scratches, holes, or gouges, your deposit will not be refunded.

Kitchen

(Cleaning Supplies under Kitchen Counter)

- ___ Wipe off counters, bar, & walls above counters
- ___ Wipe off appliances used including stove, refrigerator, freezer, & microwave
- ___ Remove all products from freezer & refrigerator
- ___ Wash out all sinks including utility
- ___ Remove trash & replace liner (liners found in south cleaning room)
- ___ Close all windows
- ___ Towels & dishcloths are provided. Please leave after use.
- ___ Liquid dispensers & coffee pots: There are two liquid dispensers with spickets & two commercial coffee pots for your use. Please wash them after use.
- ___ Serving Spoons – Large commercial serving spoons are available in top drawer on north side of kitchen. Please wash & put them away after use.

West Social Room

- ___ Wipe off walls & paneling that may be soiled from event.
- ___ Take special care to wipe down & clean area where alcohol or beverages were served
- ___ Remove trash & replace liners (liners in south cleaning room)

Bathrooms & Hallways

- ___ Take out trash from stalls & by sinks and replace liners
- ___ Clean sinks and countertop area
- ___ Sweep & mop tile & pay special attention to heavily soiled areas.

Stage

- ___ Dust mop or sweep floor & shut off all stage lights
- ___ If floors need wet mopped, please use special wood floor solution in south cleaning room

Banquet Room & Entrance

- ___ Tables & Chairs soiled need to be wiped off before removing
- ___ Stack chairs vertically on rolling carts & leave in banquet room
- ___ Round & square tables need to be carefully taken down & stacked in southeast storage room
(Instructions on Wall)
- ___ Trash needs to be removed & liners replaced (Liners found in south cleaning room)
- ___ Vacuum all carpet on floor & benches including carpet in entry
- ___ Mop serving & all tile areas
- ___ Sweep & wet mop floor (if needed) with wood floor solution in south cleaning room

How to Leave Cleaning Room

- ___ Make sure wet mops are hung up to dry & organize brooms, mops & other supplies before leaving the building.

Outdoor Cleaning

- ___ Pickup all debris on sidewalk or in parking area.

_____ Make sure all trash is in dumpster

Table & Chair Cart Instructions

- Tables –

_____ When putting away tables, rectangle & round tables need to be stacked with tops of tables toward east wall. Round tables to the north side of the south storeroom & rectangle to south. Pieces of carpet is for tables to sit on edge wise.... Please do not stack tables on top of each other in pancake style. Please wash tables before putting them away.

- Chairs & Carts –

_____ Carts are for chairs to be stacked upright. Please do not attempt to put all chairs in storerooms. Leave four long carts with chairs on carpet edge of dancing floor toward east end of Auditorium.

REMINDERS BEFORE LEAVING.... IS THE AIR CONDITIONER TURNED OFF OR HEAT TURNED DOWN TO 50 DEGREES IN BACK & TURNED OFF IN FRONT. ALL INTERIOR DOORS CLOSED, TURN OFF ALL LIGHTS & MAKE SURE DOORS ARE LOCKED. THANK YOU!