

SAVANNA OAKS COMMUNITY & EVENTS CENTER
2023 FACILITY RENTAL AGREEMENT

This is a Facility Rental Agreement between Savanna Oaks Community Center &
_____ (Herein after known as CLIENT) for the use of
the banquet facility and/or grounds. **THIS AGREEMENT IS IN EFFECT FOR ALL NEW CONTRACTS
SIGNED AFTER FEBRUARY 1, 2023.**

TERMS AND CONDITIONS

Before entering into this Agreement, the CLIENT shall have completed and signed the Savanna Oaks Community Center Rental Application for the banquet facility and/or grounds use. **In order for an agreement to be guaranteed Savanna Oaks Community Center must receive the required security deposit, plus (50%) of the facility rental fee unless approval is made by the Events Coordinator to wait for guest RSVP response before paying the 50% rental fee. The remainder/total rental fee is required at the start of the day of your Event.**

RENTER/CLIENT CONTACT INFORMATION:

Contact Name _____ Cell Number _____

Street Address _____ Phone Number _____

City _____ State _____ Zip _____

Email _____

EVENT RENTAL INFORMATION:

Type/Name of Event _____

Day & Date of Event _____

*Start time of rental _____ *End time of rental _____

Time must include time needed for set up and take down

When using the Community Kitchen at Savanna Oaks CLIENT is responsible for kitchen/facility cleanup. All refuse/garbage must be removed from the facility and deposited in the dumpster.

_____ Initial

The Savanna Oaks Community Center holds a Liquor License through the Village of Fall River. The Center also has licensed bartenders on staff. **Any/all use of alcoholic beverages on the premises requires that those beverages be purchased through the Savanna Oaks Bar unless prior arrangements are made with Facility Manager.** For small private family gatherings under 25 guests i.e. Baby Showers, Birthday Parties, the client may bring their own alcoholic beverages, but must complete a liability waiver form and must be submitted with your deposit.

___ **Yes** ___ **No** **Initial** The Event that I am booking will be using alcoholic beverages provided by Savanna Oaks Community Center***

*****PLEASE NOTE THAT ANY ALCOHOLIC BEVERAGES BROUGHT ONTO PREMISES AND NOT SERVED BY SAVANNA OAKS LICENSED BARTENDERS WILL RESULT IN IMMEDIATE LOSS OF SECURITY DEPOSIT*** PLEASE ADVISE ANY/ALL GUESTS THAT WILL BE ATTENDING YOUR EVENT OF THIS NO CARRY IN RULE.**

RENTAL FEE: (MINIMUM RENTAL FEE OF \$75) _____

	<u>Security Deposit/DUE TO HOLD DATE</u>	<u>RENTAL FEE</u>
Up to 25Guests	\$75.00**	\$75.00**
26 - 50 Guests	\$175.00**	\$175.00**
51 - 75 Guests	\$225.00**	\$225.00**
76 – 100 Guests	\$300.00**	\$300.00**
101 – 150 Guests	\$375.00**	\$375.00**
151 - + Guests	\$450.00**	\$450.00**

****AN ADDITIONAL \$50 RENTAL FEE WILL BE CHARGED FOR SATURDAY RENTALS** This fee is for Events booked out more than 5 months in advance & does not apply to wedding rentals.**

WEDDING EVENT FEE (8am – Midnight) \$500.00 DEPOSIT \$850.00**

****SECURITY DEPOSIT IS REQUIRED TO LOCK IN YOUR EVENT DATE****

ROOM SET UP REQUIREMENTS

Tables _____ Rounds (5'6") Accommodate 8 guests
_____ Banquets (8') Accommodate 8 – 10 guests

Linens _____ Rounds (@\$10 each)
_____ Banquets (@\$10 each)

Audio/Visual System \$25 _____ (Check all that are required)

_____ Microphone

_____ Speakers

_____ Projector & Screen

_____ Yes _____ No Initial **THIS WILL BE A CATERED EVENT BY SAVANNA OAKS COMMUNITYCENTER/IN-HOUSE CATERING. BY SIGNING THIS AGREEMENT I AM ACKNOWLEDGING THAT I FULLY UNDERSTAND THAT NO OUTSIDE CATERERS ARE ALLOWED TO BRING IN OR FURNISH FOOD FOR MY EVENT WITH THE EXCEPTION OF SAVANNA OAKS CATERING SERVICES. ANY/ALL OTHER FOOD CATERED IN WILL RESULT IN A LOSS OF SECURITY DEPOSIT.**

_____ Yes _____ No Initial **I UNDERSTAND THAT IF I DO NOT ADHERE TO THE ABOVE CATERING RULES I WILL FORFEIT MY ENTIRE SECURITY DEPOSIT.**

PLEASE NOTE ~ CATERING AND BAR SERVICES WILL BE AVAILABLE

FOR A MINIMUM SIZE GROUP OF 35 OR MORE GUESTS. NO EXCEPTIONS

_____ Yes _____ No Initial My Event is a *Family Party* and I/Client will bring Homemade

Potluck Foods prepared by myself in my home or in the home of a friend and I will not hold Savanna Oaks responsible for any issues/illnesses that may result from these carried in foods. **(NO Deli or Off premise Catered items)**

Only exception is a dessert/wedding cake

_____ Initial When bringing in potluck items, the client understands it is their responsibility to perform all clean-up duties before checking out. (See attached Cleaning List)

****BUSINESS/INDIVIDUAL MEETING RENTAL POLICY****

Please note when renting Savanna Oaks Community Center for a smaller group

(15 people or less) the minimum rental fee is \$75 per 2-4 hours (considered ½ day)

Or \$150 for 4 -8 hours (considered full day).

Please sign and date below after reading and initialing the usage regulations. Your signature & Security Deposit is due to lock in and hold your Event date.

Responsible Party (Client) Signature _____

Dated _____

Please read the Facility Usage Policy that follows before signing this agreement. By

Signing this agreement, you understand the procedures/rules set forth in agreement.

SAVANNA OAKS COMMUNITY CENTER FACILITY/GROUNDS USAGE POLICY

DECORATIONS: Decorations may **NOT** be fastened to the walls, woodwork, ceilings, light fixtures or fans. Candles may **ONLY** be used in enclosed non-flammable glass holders. There will be **NO** use of glitter, confetti, straw, rice, birdseed or hay in the building. Any use will result in the full loss of CLIENT'S security deposit. **NO** rice or similar items shall be thrown around the outside of the facility. Balloons **MUST** be attached to weights and not released within the building. Use of twinkle lights must be pre-approved by management. _____ **CLIENT Initial**

Decorations, supplies and other trash must be picked up, bagged and removed from the property by CLIENT. There is a garbage dumpster in back for refuse. **When the The Oaks In-House Catering is catering an event they will do a full facility clean up.** The facility, including the grounds must be left in an orderly condition. **Failure to complete any of these tasks will result in a partial/complete loss of security deposit.** If sprinkler system is accidentally or intentionally activated by CLIENT or CLIENT'S guest, CLIENT will be responsible for damages to sprinkler system and/or facility. _____ **CLIENT Initial**

*****PLEASE NOTE***When your Event is Catered by The Oaks (Savanna's in house Catering) The Staff at Savanna Oaks does ALL of the Facility Cleanup. You are responsible for removing all your decorations and personal items the day/evening at the end of your Event.**

The Events Coordinator or a Savanna Representative along with the CLIENT will perform an inspection of the premises prior to and following the event. Rooms must be left as clean as they were originally found. All cleanups must be done immediately following the conclusion

of an event (unless prior arrangements are made with management). Carpets must be vacuumed, floors must be swept (any spills wiped up) and bathrooms must be left in clean condition. Cleaning supplies are provided in the Janitor's closet located between the restrooms. All personal property, including decorations must be removed at the end of the rental time. CLIENT is responsible for placing garbage in the dumpster at the rear of building. A checklist will be given out with full details of cleanup requirements. This rule is only for Client's that are not using the services of The Oak's Catering. _____ CLIENT Initial

COMMUNITY KITCHEN: The community kitchen can be used for potluck events. Kitchen usage is limited to warming food only. There are no resources in the kitchen for cooking. This means that food may be assembled and may be kept warm using the oven, any perishables may be stored in the refrigerator. The kitchen must be left as clean as it was originally found. The kitchen contains a refrigerator, microwave, stove and coffee pots (32 cup). CLIENT is responsible for making sure the stove is off and coffee pots are cleaned and unplugged. ALL of CLIENT'S food items must be removed from refrigerator/facility following rental. Savanna Oaks Community Center will be in no way at fault for any undercooked, contaminated or spoiled items that may be served.

Community kitchen will be used _____ Yes _____ No CLIENT Initial _____

All furniture, including chairs, banquet tables and equipment are the property of Savanna Oaks and **MAY NOT** be removed from the building. Clients will indemnify and hold harmless the Savanna Oaks Community Center from and against all actions, liability, claims, suits, damages or expenses of any kind arising from the event for which this reservation is made.

_____ CLIENT Initial

Return of Deposit

A written cancellation must be received at least 90 days prior to the reserved date in order for the security deposit and (50%) down payment to be refunded.
Applicants providing less that a 90 day written notice will forfeit all fees paid.

_____ Yes _____ No I have read the above agreement and initialed as needed.

I fully understand the rules of the agreement and how those rules will affect a return of my Security Deposit. _____ CLIENT Initial

Please remember your Event date is secured after your Security Deposit has been paid

And you have returned this signed rental agreement to Savanna Oaks.

If you have any questions/concerns please call Events Coordinator at 920-484-6257.

Please mail completed copy of agreement along with applicable fees to:

Savanna Oaks Community Center

PO Box 152

Fall River, WI 53932