

**VILLAGE OF BIRON MUNICIPAL CENTER
SMALL EVENT RENTAL**

(715) 423-6580

Up to **100** people – Not to be booked more than **2** months in advance.
Cannot be booked on a holiday. Payment is due when booking Municipal Center.

Event: _____

Person(s) in charge: _____

Address: _____

Phone Number: _____

Date requested: _____ **Time requested:** _____ **to** _____

Number of people expected to attend: _____

Name of Caterer: _____

Hired caterers need to have a state/county restaurant license and a copy of their license (if not on file at the Biron Municipal Center) will be required.

SMALL EVENT RENTAL FEES:

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| Non Residents - \$20.00 per hour or \$150.00 per day. | Additional \$40.00 for full kitchen use. |
| Village Business Rental - \$100.00 per day. | Additional \$40.00 for full kitchen use. |
| Non-Village Business Rental - \$200.00 per day. | Additional \$40.00 for full kitchen use. |

Sunday through Thursday 8:00 a.m. – 10:00 p.m. Friday 8:00 a.m. – 4:00 p.m.

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| Village Residents - No charge for non-profit use. | \$20.00 if security person is needed, \$20.00 for full kitchen use. |
| Village Residents - \$10.00 per hour or \$75.00 per day for profit use. | Additional \$20.00 for full kitchen use. |
| Biron Community Groups - No charge with village board approval. | \$20.00 if security person is needed, \$20.00 for full kitchen use. |

Friday 4:00 p.m. – 12:30 a.m. Saturday 8:00 a.m. – 12:30 a.m.

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| Village Residents - \$10.00 per hour or \$75.00 per day. | Additional \$20.00 for full kitchen use. |
| Biron Community Groups - \$10.00 per hour or \$75.00 per day. | Additional \$20.00 for full kitchen use. |

Persons renting the Biron Municipal Center assume all responsibilities and liabilities associated with the use of the municipal center and must be in attendance at the event. The Village of Biron is not responsible for any items/personal items that are broken or stolen during rental of the Biron Municipal Center.

VILLAGE OF BIRON MUNICIPAL CENTER
451 KAHOUN ROAD
WISCONSIN RAPIDS, WI 54494
(715) 423-6580

MUNICIPAL CENTER RENTAL RULES & REGULATIONS

To be followed by everyone renting or using any said portion of the Biron Municipal Center.

1. **NO EXIT DOORS BLOCKED AT ANY TIME.** No sitting or standing on tables and planter in foyer.
2. When Municipal Center is to be rented by anyone under 21 years of age, they must have a cosigner. The cosigner must be at least 25 years of age.
3. All activities must be over by **12:30 a.m.** and everyone is to be out of the building by **1:00 a.m.**
4. All decorations, gifts, and food must be removed from Municipal Center prior to leaving.
5. **NO CASH BAR ALLOWED.**
6. The person booking the hall assumes all responsibilities and liabilities associated with the use, misuse or abuse of alcoholic beverages by persons using the Municipal Center while it is booked.
7. Decorations **cannot** be mounted with staples, thumbtacks, tape or glue. Poster putty may be used which can be purchased from the Village. **No** confetti. Decorations to be hung from the ceiling must be approved by office personnel.
8. The Biron Municipal Center is a **NO SMOKING** premise.
9. **Kitchen cleanup is the renter's responsibility.** Dishtowels and dishcloths are **not** provided.
10. Setup of tables, chairs, portable bars, etc. will be handled by village employees.
11. **All garbage and debris from Municipal Center and parking lot must be picked up and put in furnished containers.** Items required by Ordinance to be recycled must be put in properly labeled containers, provided by the Village. If items are not separated and placed in the proper bins, a \$75.00 fee will be assessed.
12. Local telephone calls **ONLY** from the Municipal Center.
13. Hired caterers need to have a state/county restaurant license and a copy of their license (if not on file at the Biron Municipal Center) will be required when booking the Municipal Center.