



## **GREENDALE HOSE TOWER RENTAL AND USE POLICY**

The Historic Hose Tower Building (5699 Parking Street) is part of the Greendale Historic District which is a National Historic Landmark and is a regional destination which offers community members, organizations and corporations a unique event space and meeting room complete with indoor and outdoor gathering spaces. The flexible Community Room with over 1,500 square feet is ideal for meetings, activities, and events of all kinds.

The Hose Tower is located in the heart of Greendale's historic business district adjacent to Canterbury Woods. It offers safe, easy, and convenient drive-up access from the municipal parking lot. The Building can accommodate groups of up to 99 people. It contains state-of-the-art multi-media equipment.

The Hose Tower is available for rentals through the Village the Greendale by application.

### **I. Reservation Procedures**

- A. Rental agreements and payments are **ONLY** accepted at the Greendale Village Hall, 6500 Northway, on Monday through Friday 7:30 AM to 4:30 PM. at least five (5) business days in advance of the requested date.
- B. Reservation requests will be taken on a first come, first served basis, subject to space availability and in the priority of usage as listed below. The Village of Greendale reserves the right to refuse any rental request at any time. Groups/users who utilize the facility on a regular basis are required to submit a new application each year. To inquire about date availability, call (414) 423-2100.
- C. Application will only be accepted with full payment of rental fees and damage deposit. The rental use agreement must be filled out in its entirety or the application will be rejected. The status order of a reservation is determined by the date of receipt by the Village of Greendale of the signed application, not the date of initial inquiry. No telephone reservations will be accepted.
- D. We accept cash, check, money order or charge card. Requests received less than 14 days prior to event must pay in the form of cash or charge card only.
- E. Applicants must be 21 years of age older and will assume primary responsibility for compliance with facility rules during the event. Parents or guardians must sign the reservation form on behalf of any renter under 21 years of age. Anyone under 21 years of age and youth groups requesting the use of the facility must ensure an adult chaperone ratio of one (1) adult per fifteen (15) minor children for duration of the event.
- F. All applications must be verified and approved by the Village of Greendale. Bring your approved "Hose Tower Rental Agreement" with you on the day of your event.

**II. Priorities for Usage:** Reservation requests will be taken on a first come, first served basis, subject to the priority of usage as listed below.

- A. Rental by Greendale residents, businesses, organizations/groups
- B. Village of Greendale governmental meetings/events
- C. Senior Programming
- D. The Greendale Historical Society
- E. Rental by non-residents, businesses, organizations/groups

**III. Regulations on Use:** All use of the Hose Tower facility must comply with the rules and regulations as listed below.

- A. Rental Fees: A damage deposit of \$200 is required prior to holding a reservation, and must be placed on a credit card. The rental fees are as follows:
  - 1. **Greendale residents, organizations/groups:** Monday – Thursday \$40 per hour (3 hour minimum), Friday – Sunday \$55 per hour (3 hour minimum)
  - 2. **Greendale businesses:** Monday – Thursday \$50 per hour (3 hour minimum), Friday – Sunday \$65 per hour (3 hour minimum)
  - 3. **Non-residents:** Monday – Thursday \$50 per hour (3 hour minimum), Friday – Sunday \$65 per hour (3 hour minimum)
  - 4. **Businesses, organizations/groups outside of Greendale:** Monday – Thursday \$60 per hour (3 hour minimum), Friday – Sunday \$75 per hour (3 hour minimum)
  - 5. **AV Equipment Use:** \$30 (The AV system at the Hose Tower is not meant to be used for loud amplification of music, DJs or bands must bring in their own sound system.)Fees can be waived or reduced at the discretion of the Village of Greendale.

- B. Alcohol Regulations
  - 1. Only Fermented Malt Beverages (i.e. beer and wine) may be served during your event. No HARD ALCOHOL (i.e. vodka, rum, gin, etc.) is allowed, unless being served by a Greendale business holding a Class B liquor license with an approved extension of premise permit.
  - 2. The gathering shall be a private affair, not open to the public, nor advertised publicly in any manner without prior special approval by the Village of Greendale.
  - 3. No charge for beverages shall be made for guests, and no alcoholic beverages shall be distributed to any persons under 21 years of age (*Sale of alcohol beverage requires a special liquor license and approval by the Village Board*).
  - 4. No alcoholic beverages shall be dispensed or be in possession of any persons on the premises after 11:00 PM.

- C. Animals are NOT permitted inside the facility, except for certified service animals.

- D. **Building Supervision:** The main entry door to the building has an electrically controlled locking mechanism, it will open automatically at the beginning of your rental period and lock automatically at the end of your rental period. A complete set of instructions regarding opening, cleaning and closing procedures for the building will be given to the rental group. The Village has the right to assign staff to supervise the event.
- E. **Candles:** Lighted candles or open flames (with the exception of sterno cups for catering) inside the building are prohibited. No smoking, nor vaping, use of candles, open flames, decorations which may be flammable or combustible, smoke or fog generating equipment or apparatus is allowed. Helium balloons must be weighted.
- F. **Clean-Up:** It is the renter's responsibility (before closing time) to clean. Wipe down tables, chairs, counters, floors and walls of any spills (including bathrooms). Clean any garbage from around the outside of the facility that your group may have caused and make sure all lights are turned off. All renters will be given a cleanup/closure checklist identifying expected levels of cleaning and building closure procedures.
- G. **Cancellations/Refunds and/or Date/Time Changes**
1. Cancellation may result in a non-refundable cancellation fee per room, per date. Cancellation requires written notice including applicant name (as it appears on the rental application), application date and return of the permit. Cancellation fees are based on the amount of notice given:
    - If canceled greater than two months before the reservation date there is no cancellation fee, a \$10 processing fee is charged).
    - If canceled less than two months, but greater than two weeks prior to the event a \$50 fee is charged.
    - If canceled less than two weeks 50% of the rental fee or \$50 is charged, whichever is greater.
  2. In order to change the time or time/date of your reservation you must provide a minimum 14 day notice and a change is subject to facility availability. If requests are submitted less than 14 days before the event it will be treated as a rental cancellation and new reservation.
- H. **Capacity:** The Hose Tower has a meeting room capacity of 99.
- I. **Commercial or Profit Making Activity:** Commercial or profit-making activities or programs are not allowed. You may not sell products, solicit donations, sell tickets or offer other money-making activities or for personal profit or private lessons, and there shall be no subleasing of facilities reserved by permit without prior special approval by the Village of Greendale. Any for-profit activity deemed to be a duplication of Village of Greendale programs and services will not be allowed.
- Fundraising for non-profit organizations is allowed.
- J. **Conduct of Group:** Rental applicants are responsible for the conduct of ALL guests and contracted providers/entertainment attending the event. Children must be supervised

by an adult. If your event requires police intervention, all of your Security/Damage deposit may be withheld and the event may be terminated. We highly recommend a non-alcohol drinking policy/clause for hired contractors/entertainment (i.e. DJs/bands).

- K. **Damage Deposit:** Damage deposits are 100% refundable as long as all of the following conditions are met:
1. The room is left in a clean and orderly manner as stated in the Rental Applicant's Checklist.
  2. Use of the room does not exceed the scheduled time.
  3. All equipment is accounted for and undamaged.
  4. Additional staff time is not required as part of the rental.
  5. Damage to the building has not occurred.
  6. All rules/guidelines governing alcohol consumption as stated on the beer/wine distribution permit are met.
  7. All rules/guidelines governing rental usage of the Greendale Hose Tower are met.

If necessary, the rental applicant will be charged an additional fee to cover any additional costs.

Damage deposits will be refunded within ten business days.

Rental applicant shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Deposits will be returned in part or full depending on the condition of the facility. An inspection will be conducted by the Village staff.

Fees that may be charged against your damage deposit:

- \$100.00 Violation after hours.
- Other damage fees will be determined by the number of staff hours required (one hour minimum at \$150 per hour) and property replacement costs.

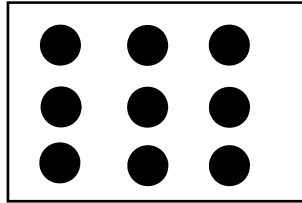
- L. **Decorations:** All decorations shall be erected without defacing the facility in any way. All signs, decorations, etc. shall be installed and removed from the facility within the time reserved. No items/materials may affixed to walls, doors, flooring, furniture, etc. that will leave a residue, stain, scratch or otherwise damage these surfaces. No nails or tacks to be placed on the ceiling and/or walls for hanging. No smoking, use of candles, open flames, decorations, which may be flammable or combustible, smoke or fog generating equipment or apparatus is allowed. Helium balloons must be weighted. Floral displays must be freestanding. No fog machines. Ladders are not provided nor recommended.
- M. **Disturbance:** The Rental Applicant will be responsible for any charges incurred if the Village of Greendale Police or Fire Department responds to the facility due to disturbances and the event may be terminated. Permission to use the facility will only be granted where the function can be reasonably accommodated and such use will not unduly interfere with the rights of the general public, the prior use by others or Village sponsored programs and will not represent a clear and present danger to public health and safety.

Any permit granted may be revoked for misrepresentation in the application or violation of the terms and conditions of the permit, the ordinance, rules and regulations of the Village of Greendale.

If during the course of the rental the Village of Greendale deems the activities of any participant or spectator have become abusive or destructive of Village or private property or have become adverse of the permitted intent, the Village reserves the right to immediately interrupt, terminate or cancel the event as necessary, in the interests of public safety. In such cases the Rental applicant waves any claims for damages and compensation.

- N. **Equipment/Rented Displays/Furniture:** All displays, equipment or furniture brought on site require written approval. All materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the activity, unless written permission has been granted for storage.
- O. **Facility Appearance:** The Village of Greendale cannot guarantee that the rented space will have the same appearance as originally viewed.
- P. **Firearms:** No firearms or dangerous weapons are allowed.
- Q. **Gambling:** Gambling is prohibited.
- R. **Heating/Air Conditioning:** The thermostats are not to be adjusted. The thermostats are set to a reasonable temperature depending on the season.
- S. **Insurance:** Depending on the nature of the activity planned, a certificate of insurance may be required. If required, permit holders shall submit a general liability insurance policy certificate (minimum \$500,000 per person, \$1,000,000 for each accident and \$100,000 property damage) including personal injury and blanket contractual coverage, as well as auto liability and workers compensation coverage if applicable. The certificate shall name the Village as an additional insured.
- T. **Kitchen:** The kitchen includes a refrigerator with cooler, microwave and counter top space. The kitchen is to be used as a warming kitchen and is intended for catering and reheating only and may not be used for the preparation of the food. It is the responsibility of the renter to provide all cooking, serving, eating dishes, utensils and all other items not listed here. No one is allowed to store any items in the kitchen prior to or after the event. The Village of Greendale is not responsible for any items left in the kitchen prior to or after the event. It is the responsibility of the Rental applicant to clean the kitchen at the conclusion of the rental.
- U. **Music:** All music is restricted to the interior of the facility and must stop at 11:00 PM. The AV system at the Hose Tower is not meant to be used for loud amplification of music, DJs or bands must bring in their own sound system.

- V. Set-up: The Hose Tower will be set up with 9 round tables (60 inch) that seat 8 per table.



- W. If you require a different room configuration please notify the Village prior to the rental. Additional charges may apply for alternate room configurations. These charges will be based on a rate of \$50 per hour for additional work needed to reconfigure the room. The Village of Greendale staff will set up and take down tables and chairs for you. No additional tables or chairs will be made available on the day of the event. Additional set-up or changes that need to be made on the day of the event will be the sole responsibility of the renter. Please be sure to allow enough time to complete your additional room set-up and decorating when booking your event. Rental applicant will be charged for any and all time used for set-up.

Use of the audio visual equipment is only allowed with prior special approval by the Village of Greendale.

Do not drag tables and chairs across the floors. Damage that occurs to the floor is the responsibility of the renter and may result in forfeiture of the entire damage deposit.

Tables and chairs provided by the Village of Greendale are not allowed outside the facility.

All non-Village equipment, supplies must be delivered and removed during Rental Applicant reserved hours. Nothing may be stored on site without prior written approval by the Village of Greendale.

- X. Smoking is prohibited inside the facility.
- Y. State Statutes and Village Ordinances: The rental applicant and all attendees of the event are required to comply with all applicable State Statutes and Village ordinances.
- Z. Supervision: The rental applicant identified on the application as representing the group, shall be responsible for the conduct and control of both patrons and participants at the event/activity and must be present at the facility throughout the time of the event/activity or designate an alternate adult supervisor. The supervisor shall remain on site until all members of the group have left the facility. Children must be supervised at all times by an adult. Rental applicant should keep a copy of the permit and fee receipt to verify reservation. Permits must be exhibited to any duly authorized person. It shall be the responsibility of the Rental applicant to pay for all damages or loss that are a result of the improper use or supervision of the facility, equipment, buildings or grounds in addition to security deposit.

**IV. Hours of Operation and Availability:** The Hose Tower room is subject to availability and generally, may be reserved during the following times:

Daily: 7:00 AM – 11:00 PM

Rental time must include time needed for set-up, delivery of any supplies and clean up.

## **Hose Tower Rental Checklist**

- If any problems occur with the building during your rental please contact the Police Non-Emergency phone number at (414) 423-2121.
- The main entry door to the building has an electrically controlled locking mechanism, it will open automatically at the beginning of your rental period and lock automatically at the end of your rental period.
- Tables and Chairs wiped down, no stains or spills. **PUT ALL TABLES AND CHAIRS BACK IN PLACE WHERE YOU FOUND THEM WHEN YOU ARRIVED.** To help with layout, please see diagram posted on the kitchen wall.
- Kitchen area – All food/beverages have been removed. Counter tops have been wiped down. Any spills in the microwave or refrigerator have been cleaned up. Sweep floors and clean up any spills, damp mop any affected areas
- Vacuum carpeted areas and pick up items that may have fallen on the floor.
- Clean and tidy bathrooms to include wiping off counters, picking up items on floor, flush toilet if needed and wiping mirrors.
- Turn off all lights and fans
- All materials or equipment brought in by the renter must be removed.
- Make sure all garbage is bagged up and placed in the hallway.
- Be sure to do a final walkthrough to check for personal items that may have been left behind.

## **Guidelines**

Please refer to Hose Tower Rental Policy for a detailed list of all regulations.

- Exterior doors must remain closed.
- Music must be stopped by 11:00 PM.
- Alcohol: Only beer and wine are allowed inside the facility, no hard alcohol allowed on the premises, unless being served by a Greendale business holding a Class B liquor license with an approved extension of premise permit. Underage consumption is not allowed and will be strictly enforced.
- Decorating and cleaning must be completed within the time indicated on your permit.
- If police and fire are called to your event, your security deposit may be forfeited.



## GREENDALE HOSE TOWER RENTAL AGREEMENT

Applicant Name: \_\_\_\_\_

Group Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Alternate Contact Person Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time Requested (include set up and clean up): Start: \_\_\_\_\_ AM/PM End: \_\_\_\_\_ AM/PM

**Greendale residents or Greendale organizations/groups:** Monday - Thursday \$40 per hour (3 hour minimum), \$55 per hour (Friday – Sunday)

**Greendale businesses and Non-residents:** Monday – Thursday \$50 per hour (3 hour minimum), Friday – Sunday \$65 per hour (3 hour minimum)

**Businesses & organizations/groups outside of Greendale:** Monday – Thursday \$60 per hour (3 hour minimum), Friday – Sunday \$75 per hour (3 hour minimum)

**AV Equipment use:** \$30 (see policy for restrictions on AV use)

**Damage Deposit:** All reservations must include a \$200 damage deposit (credit card only)

Purpose of the Rental (meeting, wedding, etc.): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

### **Please answer the following questions:**

1). Are you serving beer/wine (If answering yes, please sign the beer/wine distribution agreement below)?

Yes                      No

2). If you are serving beer/wine are you charging for beer/wine (The sale of beer/wine requires a special liquor license and approval by the Greendale Village Board, more information may be obtained from the Clerk/Treasurer's office)?

Yes                      No

3). Are you serving food?

Yes                      No

4). Are you using a DJ or band?

Yes                      No

If yes, please provide name and contact information of DJ or band:

\_\_\_\_\_

5). Is this event open to the general public or a private event?  
Private                      Open to the general public

6). Do you need to use the AV equipment?  
Yes                      No

If serving beer/wine please sign below:

**Beer/Wine Distribution:** The gathering shall be a private affair, not open to the public, and not advertised publicly in any manner. No charge for beverages shall be made to the guests, and no beverages shall be distributed to any persons under 21 years of age. Only beer and wine distribution is allowed. Hard liquor is not permitted unless being served by a Greendale business holding a Class B liquor license that has obtained approval of an extension of premise permit through the Greendale Village Board. No intoxicating or alcoholic beverage shall be dispensed or be in possession on any person on the premises after 11:00 PM. A copy of this permit will be on file with the Greendale Police Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A confirmed Hose Tower Rental Agreement is required to reserve the Hose Tower. A signature and payment of all rental fees and damage deposits is required to confirm. By signature, renter agrees to comply with the Village of Greendale Hose Tower Rental Policy.

Falsification or misrepresentation of resident status, use of alcohol, DJ/band, could constitute an automatic loss of damage deposit and/or cancellation of event (or any other policy procedure).

I have read and understand the required rental fees and building regulations for use of the facility. I understand if damage expenses exceeds the Damage Deposit fee, the Village will bill the rental applicant the difference. Payment must be made within 30 days of invoice date. I agree to follow stated policies and any instructions given by the Village of Greendale in charge of the facility at the time of use. The Village of Greendale, their employees or agents and any volunteers/organizations associated with the activity at this rental will not be held responsible for any personal injury or loss that may occur in conjunction with the activity.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Village of Greendale Use Only</b>	
_____ Hours (3 hr minimum) x \$_____ per hour = \$ _____	
Damage Deposit = \$ _____	
AV Equipment Use = \$ _____	
Total Due = \$ _____	
<input type="checkbox"/> Monday – Thursday Resident or Greendale Organization (\$40 per hour)	
<input type="checkbox"/> Friday – Sunday Resident or Greendale Organization (\$55 per hour)	
<input type="checkbox"/> Monday – Thursday Greendale Business (\$50 per hour)	
<input type="checkbox"/> Friday – Sunday Greendale Business (\$65 per hour)	
<input type="checkbox"/> Monday – Thursday Non-Resident (\$50 per hour)	
<input type="checkbox"/> Friday – Sunday Non-Resident (\$65 per hour)	
<input type="checkbox"/> Monday – Thursday Non-Greendale Business/organization/Group (\$60 per hour)	
<input type="checkbox"/> Friday – Sunday Non-Greendale Business/Organization/Group (\$75 per hour)	
After Rental: Deposit Returned: Y / N , If No please describe below	