

Phone: 715-339-3125

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**CITY OF PHILLIPS**  
**174 S. Eyder Ave.**  
**Phillips WI 54555**

**RENTAL APPLICATION/AGREEMENT**

Date of Application: \_\_\_\_\_

Security Deposit: \_\_\_\_\_  
(Due upon receipt of application)

Payment Received: \_\_\_\_\_  
(Due 90 days prior to rental date)

**Applicant Information:**

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Rental Date: \_\_\_\_\_

Number of People Expected at Event: \_\_\_\_\_

**Rental Area: (mark one)**

1. **Rental:** \_\_\_\_\_ (\$300.00 per day of activity plus a \$300.00 security deposit)

**Non-Profit Charging:** \_\_\_\_\_ (\$150.00 per day of activity plus a \$300.00 security deposit)

**Non-Profit:** \_\_\_\_\_ (\$75.00 per day of activity plus a \$300.00 security deposit)

*(Included are the day before and the day after for set up and clean up. Additional days will require additional fees.)*

Additional Days for Setup: \_\_\_\_\_ days @ 25.00/day. Additional Fee: \_\_\_\_\_

Additional Days for Clean up: \_\_\_\_\_ days @ 25.00/day. Additional Fee: \_\_\_\_\_

\*\*\* Non-Profit section is for 501(c)(3) only!

**NO DEPOSIT is Required for Rental of the Pavilion, Training, Council Rooms or Stage**

2.) Elk Lake Park Pavilion 4 hrs or less: \_\_\_\_\_ \$75.00

Over 4 hrs: \_\_\_\_\_ \$150.00

Kitchen is included with pavilion rental (renter held liable for any damages caused during rental period)

3.) Elk Lake Park Small Pavilion 4hrs or less: \_\_\_\_\_ \$35.00

Over 4hrs: \_\_\_\_\_ \$75.00

4.) Elk Lake Park Stage: 4hrs or less: \_\_\_\_\_ \$50 \*\*If rented with Pavilion \$25 off total price

Over 4 hrs: \_\_\_\_\_ \$100 \*\*If rented with Pavilion \$50 off total price

4.) Training Room Rental: \_\_\_\_\_ (\$75.00 over 4 hrs.) \_\_\_\_\_ (\$50.00 4 hrs. or less)

5.) Council Room Rental: \_\_\_\_\_ (\$75.00 over 4 hrs.) \_\_\_\_\_ (\$50.00 4 hrs. or less)

**Reason for Rental:** \_\_\_\_\_

**CITY OF PHILLIPS WEBSITE/CALENDAR**

Can we publish the event on the City website calendar? \_\_\_\_\_

Event name: \_\_\_\_\_

Start and end time of the actual event \_\_\_\_\_

### Rental Agreement:

This rental agreement is made between the City of Phillips, a Wisconsin Municipal Corporation, hereinafter called "landlord" and Applicant, hereinafter called "tenant".

The Parties hereto for the consideration hereinafter provided for covenant and agree as follow:

1. The landlord hereby rents to the tenant the following described premises: The Municipal Hall, Council Room or Training Room, located at 174 S. Eyder Ave., or the Elk Lake Pavilion, located at 595 Highway H, Phillips WI 54555. Hereinafter called Municipal Structure.
2. This rental period shall be for the date/dates stated above.
3. The tenant shall not assign this rental agreement in any event and shall not sub-rent premises, and will not permit the use of said premises by anyone other than the tenant, and the agents of tenant without written consent of the landlord.
4. The tenant's consideration for this rental agreement shall be for the amount stated above. The \$300 security deposit and **certificate of insurance liability** (normally this can be provided through your home owners insurance) shall be included with the application/agreement when submitted. The rental fee shall be paid to the City of Phillips no later than 90 days prior to the date of the event, the \_\_\_\_\_ day of \_\_\_\_\_, 20 or this agreement shall become null and void. The tenant shall provide the required janitorial services, including the disposal of generated garbage, and will make arrangements for security of the rented municipal structure. The security deposit will be returned after the use of the premises minus any deductions for damage, loss, or failure to clean the premises.
5. In the event of cancellation, the renter shall provide to the Clerk of the City of Phillips a written notice no later than **30** days prior to the rental date. **Otherwise fees are forfeited.**
6. At the expiration of the rental period herein mentioned, the tenant will return the premises to the landlord in as good a condition as at the time the tenant went into possession. The tenant shall hold the landlord harmless for any injury, damage, claim, lawsuit, or action commenced arising out of the use of the premises by the tenant; in addition, the tenant shall reimburse the landlord for any costs, disbursements, awards, damages, attorneys fees and any expense incurred arising out of the use of the premises by the tenant except for utilities.
7. The tenant agrees and understands that the City of Phillips is not liable for any damages, personal or otherwise, suffered as the result of the use of the municipal structure by the tenant on the day/days of rental. The tenant agrees and understands that they will be responsible for any items that are broken or removed from the premises at the replacement value.

In witness thereof, the parties hereto have subscribed their names as of the date written above.

**Please sign and return to the Clerk/Treasurer Office**

CITY OF PHILLIPS

TENANT

By: \_\_\_\_\_  
Clerk/Treasurer

By: \_\_\_\_\_  
Tenant

**Note: This rental application request is not binding until approved by the City Clerk/Treasurer. Please do not make plans until rental is approved.**