



# Green Bay Curling Club

## Facility Rental Application / Contract

Witnesseth: This agreement shall be in the form of an offer, or application, from the Applicant to The Green Bay Curling Club INC, hereafter known as GBCC, for the use of the herein described premises on the date & time requested & for the purpose identified. The agreement shall not become binding upon GBCC until accepted by an authorized member of GBCC. Upon acceptance, the agreement shall become a rental contract between the Applicant (Renter) & GBCC. I (we), the undersigned, hereby apply for the use of The Green Bay Curling Club, for the time & purpose below:

### I. Applicant

Organization Name \_\_\_\_\_

Name or designated contact \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Work \_\_\_\_\_ Home \_\_\_\_\_ cell \_\_\_\_\_

Email \_\_\_\_\_

### II. Function & Guests

\_\_\_\_ Meeting      \_\_\_\_ Party      \_\_\_\_ Wedding Reception  
\_\_\_\_ Dinner      \_\_\_\_ Other (please specify) \_\_\_\_\_

Number of Guests \_\_\_\_\_ Will this event include curling? \_\_\_\_ yes \_\_\_\_ no

### III. Date & Time

Date Requested \_\_\_\_\_ Day of Week \_\_\_\_\_

Time of Event: Beginning \_\_\_\_:\_\_\_\_ Ending \_\_\_\_:\_\_\_\_

"Set-up" Time: Open \_\_\_\_:\_\_\_\_ Close \_\_\_\_:\_\_\_\_ (Setup and teardown hours included in contract time)

If your event includes curling and GBCC will supply teachers, please complete the following:

- Time of curling: Beginning \_\_\_\_:\_\_\_\_ Ending \_\_\_\_:\_\_\_\_
- Number of guests likely to curl \_\_\_\_\_ (Please estimate high to ensure adequate teaching staff)
- Participants are: \_\_\_\_ adults \_\_\_\_ children (please give # \_\_\_\_ & child age ranges \_\_\_\_\_)

A responsible person must remain on the premises from the time the facility is opened until closed by **GBCC**, unless applicant is otherwise instructed. Premise must be vacated by 1:00 a.m. **Failure to meet opening and closing time agreement** will result in a late penalty of \$10 per each 15 minutes being deducted from any security deposit. All equipment, food, and decorations must be removed by closing time.



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### IV. Food & Beverages

**All food and beverages are to be confined to the dining room, kitchen and bar area. GBCC does not provide for any food and/or beverage services. Any food catering service by the Applicant or by professional caterers must be approved by GBCC in advance and are subject to the Facility Use Guidelines. It is the responsibility of the Applicant to ensure that their food servers follow the Guidelines.**

Caterer \_\_\_\_\_

***Alcoholic beverages may be distributed but not sold without obtaining a license from the Village of Ashwaubenon. The renter in charge assumes responsibility for enforcement of Wisconsin State Liquor laws.***

### V. Rental Cost

Rental fees are determined on an individual basis and entitles the renter to use of the designated area for the specified type of event and time limit stated. Contact the GBCC for the rental rates that are applicable to your group. Rental fees are per day unless otherwise noted. Cash or check only, no credit cards.

Cost of the facility rental is \$ \_\_\_\_\_. **(Does not include damage/security deposit).**

Payment in full must be paid prior to use of the facility unless other arrangements are made. Failure to pay the rental amount by 30 days prior to the event may result in a \$5 per day late fee deducted from any deposit. **If the event is canceled within 14 days (two weeks) of the scheduled event and not rented by GBCC to another party, Applicant rental fee is forfeited.**

### VI. Damage/Security Deposit

**GBCC** reserves the right to require a security deposit of 50% of your rental fee to:

- (1) provide a guaranty against loss, damage or breakage resulting from actions of the Applicant or the Applicant's agents, employees, or guest, and
- (2) guarantee use of The **Green Bay Curling Club** on the agreed date.

The total cost of any loss, repair, or replacement will be assumed by the Applicant. At the conclusion of the event, a curling club representative will inspect the premises to determine that it has been properly cleaned and left in the condition it was rented in. The amount of the damage/security deposit returned will be at the discretion of the GBCC Board of Directors.

If there is no loss or damage to the premises, if the facility and grounds have been cleaned, if the opening and closing time agreements have been observed, or there are no other charges, the full amount of the damage/security deposit will be returned by mail to the Applicant within ten (10) days. **The damage/security deposit is non-refundable should the event be canceled for any reason.**



## VII. Facility Use and Restrictions

The Green Bay Curling Club and its accompanying grounds are rented on an "as is" basis. GBCC provides for the care and maintenance of the buildings and grounds but does not guarantee its condition on the day of rental. Applicants may not undertake physical alterations to the buildings and grounds without the expressed, written consent of GBCC.

- A. NO SMOKING is allowed inside of the **GBCC**.
- B. NO bird seed, rice, or confetti may be thrown inside of the building.
- C. Amplified music must be pre-approved by **GBCC**.
- D. NO use of nails on walls, adhesive tape on wallpapered surfaces & furniture, & decorating wires on wood surfaces
- E. All Rental activity must be completed no later than 12:00 AM. All cleaning must be finished and everyone must exit the building by 1:00 AM.
- F. An insurance certificate is required when specifically requested by the **GBCC**.
- G. It is understood that GBCC members may be at the club using available ice during the rental unless other arrangements have been made with the rental agent.
- H. It is understood that GBCC members may be at the club using the clubroom unless exclusive use of the clubroom has been made with the rental agent.
- I. A curling club representative will be on site for the duration of any rental of the GBCC if determined necessary by the rental agent. The on-site representative will have certain tasks designed by the GBCC Board of Directors. Please respect his/her instructions. Any problems or questions can be directed to the President or the Board of Directors of the Green Bay Curling Club.

### Rental Responsibility for Use of Icehouse

- All guests participating in curling are required to sign the participant release provided by the rental agent before entering the icehouse. Children under the age of eighteen must have the participant release signed by a parent or legal guardian.
- No street shoes allowed on the ice without being cleaned first. A second pair of clean, soft-soled shoes is strongly recommended. **NO DRESS OR HEELED SHOES ALLOWED ON THE ICE.**
- Icehouse rental includes use of loaner curling brooms and sliders. Rocks, brooms and sliders are to be returned to proper places.

**THE SAFETY OF GUEST CURLERS IS OF PARAMOUNT IMPORTANCE.  
ABSOLUTELY NO HORSEPLAY ON THE ICE!**

NOTE: Icehouse is approximately 40 degrees. Recommended apparel: turtle neck, wool sweater or sweatshirt, flexible pants, thin leather-palmed gloves or mittens

## VIII. Cleaning Guidelines

All areas used, including kitchen and appliances, must be **same-day cleaned** at end of event. **Criteria:**

1. Kitchen floor swept free of debris and mopped if necessary.
2. Clubhouse floor free of debris and vacuumed if necessary.
3. All equipment and appliances used must be properly cleaned & stored.
4. All food removed from refrigerator, stove, & microwave oven.
5. All kitchen & bathroom trash bagged and prepared for removal to outside containers.
6. Grounds free of all litter.

Failure to use reasonable care in the use of the house & grounds and failure to clean up in a satisfactory manner will result in a cleaning charge. The amount will be determined by the GBCC Board of Directors, based on costs of cleanup and/or repairs.



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**Agreement To Hold Harmless**

The herein named Applicant agrees that the relationship between the Applicant/renter and **GBCC** is limited to that of facility use only. The Applicant/ renter agrees to indemnify and hold harmless **GB-CC** from any and all claims of third parties which may heretofore or hereafter arise, known or unknown, related in any way to this Agreement, including but not limited to, injuries arising from the use of the facility during the duration of this Agreement.

I (we) acknowledge that I am (we are) aware of the provisions of this Agreement, agree to abide by them, and understand that failure to comply will constitute a breach of contract & can result in its immediate termination.

**Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Accepted by** \_\_\_\_\_  
Green Bay Curling Club representative

Make check payable to: The **Green Bay Curling Club** INC  
781 Potts Ave  
Green Bay, WI