

MEQUON Nature Preserve

PieperPower Education Center 8200 West County Line Road, Mequon Wisconsin 53097

FACILITY RENTAL AGREEMENT

By and between the MEQUON NATURE PRESERVE, INC. ("MNP"), and the USER (identified below), and subject to the "Rental Policies," MNP makes available to the User, the exclusive use of the Rooms (indicated below) within MNP's PieperPower Education Center located at 8200 West County Line Road, Mequon, Wisconsin 53097 (the "Facility").

USER'S CONTACT INFORMATION:

Name of Organization/Business	
Contact Name	
Street Address	
City, State, Zip Code	
Phone Number	
E-mail	

Date of Event:		Estimated Number of Guests:	
Start Time (includes set-up)		Will food/beverages be served	Yes <input type="checkbox"/> No <input type="checkbox"/>
End Time (includes clean up)		Will alcohol be served	Yes <input type="checkbox"/> No <input type="checkbox"/>

- INCLUDED ROOM(S):**
- | | |
|---|--|
| <input type="checkbox"/> Wilmeth Auditorium | <input type="checkbox"/> McCollow Meeting Room |
| <input type="checkbox"/> Hayman Classroom | <input type="checkbox"/> Wisconsin Energy Area & Kitchen |
| <input type="checkbox"/> Dohmen Classroom | <input type="checkbox"/> Entire Building |

Room	Room Size (sq. ft.)	Seating Capacity with Tables	Hourly Rate
Entire Building	-	-	\$300
Wilmeth Auditorium	4,500	160 – 200 with tables 250 without tables	\$100
Hayman Classroom	700	32 classroom 18 U-Shaped	\$40
Dohmen Classroom	700	24 classroom 16 U-Shaped	\$40
McCollow Board Room	330	14	\$20
Wisconsin Energy Area with Kitchen	750	24	\$70

ADDITIONAL FEES AND CHARGES

Attendant for non-business hours: \$25 / hour
 Cleaning: \$100 flat fee
 Weekend/evening rentals: \$500 additional charge

REQUESTED EQUIPMENT (no additional charge):

8-FT Tables (Max. 10) _____ Podium & Microphone _____ White Board _____
 Banquet Chairs (Max. 200) _____ Auditorium Sound System _____ Projection System _____

RENTAL FEES:

Rental Fee for Room(s): _____
 Cleaning Fee: _____
 Attendant Fee (if applicable – required for non-business hours). _____
TOTAL RENTAL FEE: _____

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User has read in its entirety and understands this Facility Rental Agreement, including the MNP Rental Policies and MNP Rental Procedures. User is solely responsible for any incident, accident, injury or loss to persons or property (including the Facility and its contents) arising from or during the period of the rental. User shall indemnify, defend, and hold harmless MNP from all loss, expense, and damages (including reasonable attorneys' fees) arising from or during the use of the facility, including without limitation all reasonable attorneys' fees and costs incurred in enforcing the terms of this agreement. Without limiting any of the above, MNP shall not be responsible for lost, damaged or stolen items. User shall provide at least two weeks prior to the day of the event, a certificate of general liability insurance in the minimum amount of one million dollars (\$1,000,000), naming the MNP and the City of Mequon as additional insureds. Failure to provide such certificate will result in the cancellation of the event.

In addition, User will conduct the Event in compliance with the MNP Rental Policies and all applicable laws, statutes, ordinances, regulations, and any other governmental requirement pertaining or relating to the event at the Facility, and User will be responsible for ensuring that all guests, vendors and invitees to the Facility or the Event are also in such compliance.

MNP:

MEQUON NATURE PRESERVE, INC.

Signature: _____

Printed Name: _____

Date: _____

USER:

Organization: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

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RENTAL POLICIES

USER

User's "Authorized Representative" named on the Facility Rental Agreement, or another person approved by MNP must be present throughout the contracted time for the Facility. The rental is for the User only; neither the rental nor the Facility Rental Agreement may be assigned or subleased by User.

PROHIBITED USES

MNP will not rent the Facility for the following uses:

- a) Parties or dances open to the general public
- b) Weddings
- c) Any use deemed by the MNP to be in conflict with MNP's mission or policies or would impair MNP's reputation.

RESERVED TIME

Reserved time must include time needed for set-up, break down, and clean up. Please remember that the PieperPower Education Center is situated on the Mequon Nature Preserve and is an education center open to the public. All arrangements for the event, including deliveries, set-up, etc., must be cleared in advance of the event with the Rental Coordinator. There is no space within the Facility to store equipment or other items prior to or after the event. Users will be charged for the time they occupy the Facility beyond the time reserved at the normal hourly rate.

SUGGESTED CATERERS

The Facility has limited kitchen facilities so all food should be prepared off-site. Caterers are subject to all terms and conditions applicable to the User engaging them and must remove all materials and refuse when they leave the Facility. MNP is not responsible for any items left behind by caterers. User shall be responsible for all communications and interaction with its caterer(s).

Kurt Schulz Deli (414)354-1004

Fiddleheads (262) 707-7733

Larry's Market (414) 355-9650

Outpost Natural Foods (414) 755-3202

Shully's Cuisine (262) 242-6633

Armon's Catering (262) 238-0878

Jimmy John's (262)241-0700

Service Providers

User must arrange and pay for all Service Providers. User must provide MNP with the name of all Service Providers at least two weeks prior to the event. MNP shall not be responsible for any lost, damaged, or stolen supplies, equipment, or other property of the Service Providers. The User is responsible for all actions of the Service Providers and must ensure that the Service Providers know and follow all MNP rental policies. All caterers and bartenders must have current applicable licenses, permits, and sufficient insurance coverage, and provide proof of the same to MNP at least fourteen (14) calendar days prior to the date of the event.

DECORATIONS

MNP must approve decorations in advance.

SMOKING AND OTHER BANNED SUBSTANCES

The Mequon Nature Preserve is a smoke-free environment. The use of tobacco products of any kind is prohibited in all areas, including the Facility and Mequon Nature Preserve grounds. User is responsible for ensuring that all guests know that MNP is smoke free and enforces that condition. User also agrees that no one shall bring drugs or illegal substances of any kind into the Facility under any circumstances or use any illegal substances at the Facility. User will not let any person, if intoxicated, use the Facility, and shall take every lawful action necessary to prevent such behavior.

CLEANING

User must ensure that all rented areas, including areas inside and outside of the Facility, are clear of all trash, food and beverage spills, and personal belongings by the end of the rental period. Garbage must be collected and placed in the trash receptacles. The Rental Coordinator will provide instructions regarding trash and recycling areas.

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MUSIC

Amplified music or entertainment is subject to the prior approval by the Rental Coordinator and must comply with all city ordinances. Amplified music is not permitted outside of the Facility building. The Facility does have a permanent stage and has limited sound equipment for use by User.

ALCOHOL

Serving alcoholic beverages within the Facility or on the grounds of the Mequon Nature Preserve is strictly prohibited, except as described below. User must obtain MNP's written permission to serve alcohol at least fourteen (14) calendar days prior to the date of the event.

1. **Private Parties/Events.** Users hosting private parties or events may serve, but shall not sell directly or indirectly, alcoholic beverages if all the following conditions are met:
 - a) The party shall be by invitation only, and no member of the general public shall be allowed. A sign must be placed on the front door stating the following: "Private Party – only guests of (name of User) will be admitted."
 - b) For parties with 50 or more guests, licensed bartenders (known as licensed operators), or bartenders under the immediate supervision of a licensed bartender, must serve all alcoholic beverages. A copy of the bartender's license shall be provided to MNP not less than fourteen (14) calendar days prior to the date of the event.
 - c) User shall purchase all alcoholic beverages served at the event. All legal beverages including beer, wine, and other liquors may be served.
2. **Parties hosted by bona fide clubs, churches, or lodges.** This group of Users must possess a Temporary Class B license, also known as a picnic license, to sell alcohol. This license permits the **sale of wine and beer only**. No other liquor may be served. To obtain a license, User must apply to the City of Mequon. To learn how to obtain a Temporary Class B license, please call the City of Mequon Clerk's office at 262-236-2914.
3. **If MNP approves in writing the serving of alcohol for User's event, all the following conditions shall apply:**
 - a) No alcohol shall be served or consumed outside of the Facility building (*i.e.*, on the Mequon Nature Preserve grounds).
 - b) Alcohol shall not be served to anyone under the age of twenty-one (21) or at any youth-oriented event.
 - c) All bars must be closed one-half hour prior to the scheduled end of the event.
 - d) The User will take all necessary and lawful action to prevent any intoxicated person from using the Facility.

PARKING

MNP has about 120 parking places in the main lot off of County Line Road. Parking on the street (County Line Road) is prohibited. The Mequon Police Department will ticket cars parked on the street.

SUGGESTED RENTAL COMPANIES

Any plans for an outdoor tent must be approved by MNP. Under no circumstance can holes be drilled into our parking lots. Canopies-Events with Distinction (414)-760-0770 is familiar with the Facility. Plan with them directly for set-up, break down, and pick up.

CANCELLATION By MNP.

MNP reserves the right to cancel a reservation if the Facility, or any portion thereof, is, in the judgment of MNP, rendered unsuitable for the event due to fire, calamity, natural disaster, notice of violation by any government agency, or any occurrence beyond the control of MNP. In the event of cancellation by MNP, User will not be liable for payment of any rental fees and all amounts previously paid by User will be refunded by MNP to User (including the Security Deposit). In such event, MNP shall not have any further liability with regard to the canceled event. MNP reserves the right to cancel an event at any time in the event User fails to comply with MNP's policies.