



353 S Broadway St  
P.O. Box 155  
Stanley, Wisconsin  
54768-0155  
715-644-5758  
www.stanleywisconsin.us

### 2026 Stanley Community Center (SCC) Rental Agreement

Renter: \_\_\_\_\_

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

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ # of Guests: \_\_\_\_\_

**Please check the boxes below to indicate your agreement with the contract.**

- Elk Park Road (adjacent to the CPCB) is a public road. If you would like to have this road closed to traffic during your event you will need a street privilege permit. **Is one needed?**
  - ☐ Yes or ☐ No (if yes, then an additional form is needed along with council approval)
- The park closes at 10 pm. If you would like to stay open longer you will need to request a variance. **Do you need a time variance?**
  - ☐ Yes or ☐ No (if yes, this would need an additional form filled out along with council approval)
- ☐ VENUE RENTAL: The City of Stanley grants the Renter a limited, revocable license to use the pavilion at Chapman Park on the Event Date for a private gathering.
- ☐ PAYMENT: A refundable \$400 Security Deposit is due upon signing. The Rental Fee must be paid within 24 hours of reservation: \$500 for half the building and \$1000 for the whole. Payments can be made by cash or check (with a 3% fee for credit cards). A \$30 fee applies for any returned checks.
- ☐ CLEANING: Renter must leave the Venue clean and free of trash, equipment, and guests. Cleaning supplies are not provided. A \$50 late fee per hour applies if the Venue is not vacated on time. Failure to clean will result in losing the security deposit.
- ☐ NOT INCLUDED: The City will not provide catering, decorations, audio/visual equipment, alcohol service, labor, or setup/takedown for the Event.
- ☐ DECORATIONS; NOISE: Renter cannot use certain items (e.g., confetti, tape) to decorate walls, ceilings, or divider. The City may limit noise levels.
- ☐ ALCOHOL; GLASS: No alcohol is allowed for those under 21 or intoxicated. Glass is not permitted on the premises.
- ☐ SAFETY: Renter and guests must follow posted rules. Children must be supervised, and pets are not allowed.
- ☐ PARKING; RESTRICTED AREAS: The City may designate off-limit areas. Smoking is not allowed near the building. Limited parking is available; the City is not responsible for vehicle damage.
- ☐ SECURITY DEPOSIT: The \$400 Security Deposit covers any damages, cleaning costs, or unpaid amounts. Any unused portion will be refunded after the Event and after approved by the City Council.
- ☐ ACCEPTANCE: This Agreement is not valid until the City receives it, along with payment.
- ☐ CANCELLATION: If Renter cancels more than 30 days prior, a full refund is available. Cancellations between 2 weeks and 30 days yield a 50% refund, and those between 1 and 2 weeks yield a 25% refund. No refunds apply for cancellations less than a week before.
- ☐ WEATHER: The City may cancel the Event due to severe weather. If canceled, a refund or rescheduling may occur, but if severe weather happens during the Event, guests must remain inside.
- ☐ LOST ITEMS: Forgotten items will be held for a week before disposal. The City is not liable for lost property.
- ☐ VENUE DAMAGE: Renter must have insurance and will be liable for any damage. The Security Deposit does not limit this liability.
- ☐ PHOTO CONSENT: Renter consents to the City capturing images and videos of the Event for promotional purposes.
- ☐ LIABILITY RELEASE: Renter releases the City from all claims related to the Event, including injury or damage.
- ☐ DAMAGE WAIVER: Renter waives claims for punitive or indirect damages against the City related to the Event.
- ☐ INDEMNITY: Renter agrees to indemnify the City for any claims arising from the Event or related actions.
- ☐ ASSUMPTION OF RISK: Renter assumes all risks associated with the Venue, including accidents and environmental hazards.
- ☐ VENUE CONDITION: The Venue is provided "as is," with no warranties from the City.
- ☐ REMEDIES: The City may cancel the Event for breaches of this Agreement and retain all fees. The City's remedies are cumulative.
- ☐ FORCE MAJEURE: The City is not liable for delays due to unforeseen circumstances.
- ☐ SEVERABILITY: If any provision is invalid, the rest of the Agreement remains in effect.
- ☐ MISCELLANEOUS: Time is essential. The City may assign this Agreement. Wisconsin law applies, and sections regarding liability remain in effect after the Event.

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

Date: _____	Paid: _____	Rec #: _____	Initial: _____
Date: _____	Paid: _____	Rec #: _____	Initial: _____
Date: _____	Paid: _____	Rec #: _____	Initial: _____
Date Deposit Was Returned: _____	Initial: _____		