

**CITY OF DELAFIELD
FISH HATCHERY BUILDING USAGE
RULES & REGULATIONS**

Please initial next to each item, acknowledging you have read and understand the following Fish Hatchery Building Rules & Regulations:

- I understand the Fish Hatchery is a public building, not a private event venue, and restrooms in the vestibule may be used by the public during my event.
- I understand my rental includes the following interior areas, which may be locked to the public if necessary - first floor reception hall, first floor kitchen area, second floor reception hall, and second floor restrooms.
- I understand other events may take place during my scheduled rental in the areas nearby and adjacent to the building, as this is a public facility, surrounded by public parks and municipal lots.
- I understand that a representative from my party must be on the premises at all times during the event. Renters may not prop the door open and leave the premises.
- I understand I am responsible for cleaning the Fish Hatchery after my event. I have reviewed the included Security Deposit Agreement and understand the expectations. Cleanliness and damages will be determined by the City's third-party cleaning entity and will be reported to the City Hall.
- I understand that if I do not meet the requirements set forth in the Security Deposit Agreement, my security deposit will be forfeited, either in full or in part, in order to pay for the cost of damages or additional cleaning. (For example, the cost to replace the thermostat cover would include parts and labor, which could be at a cost of \$100 or more. Additional cleaning would be charged out at a minimum of \$50/hour.)
- I understand that I am responsible for any costs for damage and/or cleaning that may exceed the amount of the security deposit.
- I understand that there is no liquor allowed on premises. ONLY beer, wine, and champagne are permitted, but no sales, tips, or donations are allowed.
- I understand tents are allowed to be installed in the parking lot only if cement blocks are used. No stakes are allowed. Damages will be charged back to the renter.
- I understand that recurring events will only be allowed four events on the calendar at any one time. Once the fourth event has passed, four more events may be scheduled.
- I understand the Fish Hatchery is not available for private parties Monday through Thursday due to Village of Hartland Park & Recreation classes.
- I understand smoking and candle burning are prohibited in the building.
- I understand that food preparation is prohibited. There is a refrigerator available. The oven is for warming only.
- I understand use of adhesive tapes on the walls is prohibited. Adhesive Marks or residue will be charged back to the renter.
- I understand parking on the grass is prohibited.
- I understand there is no elevator.
- I understand there is no Wi-Fi.

The following tables are available onsite for use by renters:

Number of Tables Provided	Dimensions of the Tables
12	30" x 72" (6 ft. long)
4	60" round
3	36" x 30"
4	41 ½" round

(60 chairs are also available onsite for use by renters)

PLEASE CHECK ALL ENTRANCES TO BE SURE THEY ARE LOCKED BEFORE YOU LEAVE THE BUILDING.



FISH HATCHERY FOOD TRUCK PILOT PROGRAM POLICY AGREEMENT

Name _____ Phone # _____

Date/s Reserved _____ From _____ To _____

THE FOLLOWING POLICY MUST BE FOLLOWED IF YOU ARE USING A FOODTRUCK AS THE CATERER FOR YOUR EVENT:

- There is a limit of 2 food trucks per event.
- The truck may only be parked in the Fish Hatchery parking lot during the time of your reservation. Parking on the grass is prohibited.
- You must pay the food truck vendor directly; no money may exchange hands from the food truck vendor and your guests, including tips.
- No alcohol may be served from the food truck.
- The food truck is not allowed to serve the general public. Only guests of your event may be served. This must be displayed on the truck at the point of sale.
- The truck must be licensed with the health department at Waukesha County. The license must be displayed visibly to the patrons and police department at all times.
- The food truck may not “hook up” to the fish hatchery building for power. The truck must be self-sufficient.
- All garbage not directly related to the food sales (packaging, freight, grease, oil, cardboard, etc.) must be taken by the food truck and disposed of elsewhere. Only plates, cups, silverware may be disposed of on site.
- Proof of liability insurance is required.

Responsible Party

Date

Any other comments:

500 Genesee Street, Delafield WI 53018

Telephone 262-646-6220

www.cityofdelafield.com

Facsimile 262-646-6223

**CHENTIS-KRUEGER COMMUNITY SENIOR CENTER
Security Deposit Agreement**

Name _____ Phone # _____
Date/s Reserved _____ from _____ to _____

The following cleaning duties must be done if full security deposit of \$150.00 is to be refunded after use of the building

- Kitchen counters cleaned, dishes washed and put away
- Floors swept, spills wiped up
- Clean up oven or microwave if used
- Table and chairs cleaned and stacked
- Leftover food and beverages removed from refrigerator
- Garbage and recyclables removed from building and bathrooms and placed in appropriate recycling and trash containers outside. Trash bins within the building require 60 gallon bags. Trash bins in the restrooms require 12 gallon bags.

Please note: The cleaning supplies in the locked closet are for use by the cleaning company only. You must bring your own cleaning supplies; broom, dust pan, kitchen towels, spray cleaners, trash can liners, etc.

Any other comments:

The building is in acceptable condition prior to occupancy. I understand if above duties are not performed, the \$150.00 security deposit will not be returned.

Responsible Party

Klean-Line LLC

**PLEASE CHECK ALL ENTRIES TO BE SURE THEY ARE LOCKED
BEFORE YOU LEAVE THE BUILDING.**

Klean-Line LLC Comments:

If more than normal amount of time is needed to clean the building, please describe below. Security deposit refund will be adjusted to pay for any additional cleaning needed.
