



Info@WatersEdgeDL.com

## Rental Procedures & Rules

This outlines the terms and conditions which must be adhered to by all lessees (the "Event Host") for all rentals from Waters Edge/Delavan Friends of the Park, INC. (the "Town"). Any exceptions to the Rental Procedures & Rules must be approved by the Town Parks and Tourism Committee in advance.

### Event Checklist

1. Connect with Facilities Manager and confirm availability. Tour the venue.
2. Review the usage rules, review, and sign the lease agreement.
3. Submit the signed agreement and security deposit to Friends of the Park.
4. Select and confirm your vendors.
5. Submit your confirmed vendor list to the Facilities Manager.
6. 90 days prior to the event - Pay 50% Rental Fee.
7. 30 days prior to the event - Pay remaining 50% Rental Fee.
8. Two weeks prior to the event - Submit the following items to the Facilities Manager:
  - a. Completed floor plan & set up questionnaire
  - b. Full catering, bartending, and equipment rental agreements
  - c. Event timeline to include set-up and tear-down
  - d. Vendor contact list

### Usage Rules

Deposit Timeline:

A \$1,000 security deposit will be required with the signed contract to reserve the date. 50% of the rental fee will be due 90 days prior to the event date. The remaining 50% of the rental fee shall be due 30 days prior to the event date.

Cancellation:

A cancellation fee of your original deposit (\$1,000) will be charged for all cancellations prior to 90 days from your event date. Any cancellations within 90 days will result in loss 50% of the total rental. All cancellations must be made in writing and agreed to by the Town.

For events with a rental fee less than \$1,000: A fee of \$200 will be charged for cancellations made 180 days or more prior to the date. Cancellations made within 90 days of the date will be required to pay 50% of the rental fee. Cancellations made within 14 days of the reserved date will be required to pay the rental fee in full.

All cancellations must be made in writing.



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### Floor Plan & Vendor Documents:

The floor plan must be provided to the Facilities Manager at least two weeks prior to the event along with a copy of the contracts of the caterers, rental companies, and bartending services. Our Facility Manager will be happy to walk you through the optimal set-up for your wedding to ensure the room set up is up to your standards on the day of your event.

### Set-up Time:

Event Host can access The Loft after 9:00am on the date of the event. Access to the main hall begins at 10:00am on the date of the event. Arrangements for set-up times and Timeline for Day-Of must be included with the Final Detail Packet two weeks prior to the date of the event.

### Security:

Waters Edge security staff will be on the premises during set-up times and during your event and tear-down time. They will assist you in using the facility (lights, A/C, elevator, doors), as well as contact the proper agency in the event of an emergency. Such Waters Edge personnel shall close down the bar 30 minutes prior to the event end time, and the DJ/Band promptly at the event end time. It is recommended that one hour time is built in to your timeline after the event end time for Event Host to clean up and vendors to remove all equipment. A contact person must be established to represent and communicate with security personnel.

### Parking:

Parking will be in the area adjacent to the building. There will be a parking attendant to direct your guests where to park. Currently, overnight parking is not permitted at Waters Edge. Unloading for vendors and Event Host can be accessed from either the East or West doors, as well as the prep kitchen door.



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### Vendors:

The caterer and bar service utilized will be subject to 15% commissionable fee payable by your caterer and/or bar service provider. Our preferred caterers are subject to a 10% commissionable fee. All additional services, i.e. florists, DJ's, photographers, etc. will be up to the Event Host and no fee will be charged. Any damaged done by the caterers or equipment taken from the premises will be the responsibility of the Event Host and recovered through the security deposit. There is one ice machine provided for your use.

### Decoration:

No tacking, taping, nailing, pinning, or stapling in any manner to attach any object, sign, decoration, ornamentation, wire or any other tangible item to the premises is allowed. No candles (lit or unlit), torch, or other ignited or flame-bearing objects are allowed. No helium-filled balloons are allowed. No rice, confetti, glitter, or bird seed will be allowed indoors or outdoors.

### Clean-Up:

It is expected that the premises will be left in order. The caterer, beverage company, and Event Host must deposit garbage in plastic bags (provided). These shall be removed from the building and placed in the dumpster outside. All drink or food spills should be wiped up promptly. Arrangements should be made by the Event Host for someone (either a member of your party or the bar/catering service group) to clear all tables and floor trash prior to leaving the premises. **Security personnel is not expected to assist in clean-up.** Caterers are required to clean up the kitchen facility after use. All personal property owned by others must be removed within the rental time while security is onsite, unless otherwise scheduled with the facility manager.

**It is the responsibility of the Event Host that the facility is left in the condition it was received. All garbage must be placed in the dumpster outside, and all food, drink/liquid spills cleaned/mopped up. The Event Host will be charged a minimum of \$250.00 if additional cleaning or maintenance is required above standard procedures.**



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### Liquor, Wine, Beer:

There is no liquor license for the premises. Liquor, wine or beer may be brought in by the Event Host or beverage company and must be removed at the conclusion of the event. Liquor, wine, or beer may only be given away. In no way can money be exchanged or tickets sold. Wisconsin Statutes Chapter 125 forbids dispensing liquor to persons under 21 years of age. Glass beer bottles are not permitted. Wine, champagne, and water glasses may be used on the dining tables (no glassware is permitted after dinner service), and must be cleared and stored away after dinner service prior to open dancing. Any broken glass must be cleaned up immediately by the catering staff, bartenders, or Event Host, or the appropriate amount will be deducted from the security deposit.

### Security Deposit and Lease Agreement:

Your date is reserved for you upon submission of the signed Lease Agreement and our receiving your security deposit in the amount of \$1,000.00. The security deposit is in addition to any rental rates to be paid. This security deposit will be refunded to you within 30 days after your event, provided there is no damage to the Waters Edge facility. Any security time over the event space rental will be deducted from your security deposit.

### Refund of Security Deposit:

Your security deposit will be refunded to you at the address indicated on your lease within six weeks following your function. Additional deductions from the security deposit will be made in the event of stolen or damaged items at Waters Edge, and extraordinary cleaning penalties may result if premises are left unsightly. A deduction at the rate of \$400 per hour or fraction thereof will be made for any time used past the rental period.

### Final Arrangements:

In preparation for your event, our staff desires to help you in any way they can to insure a most memorable event at the beautiful Waters Edge facility. Please don't hesitate to reach out with any questions.

Call us at: 262-208-4577 or send an email to [info@watersedgedl.com](mailto:info@watersedgedl.com)