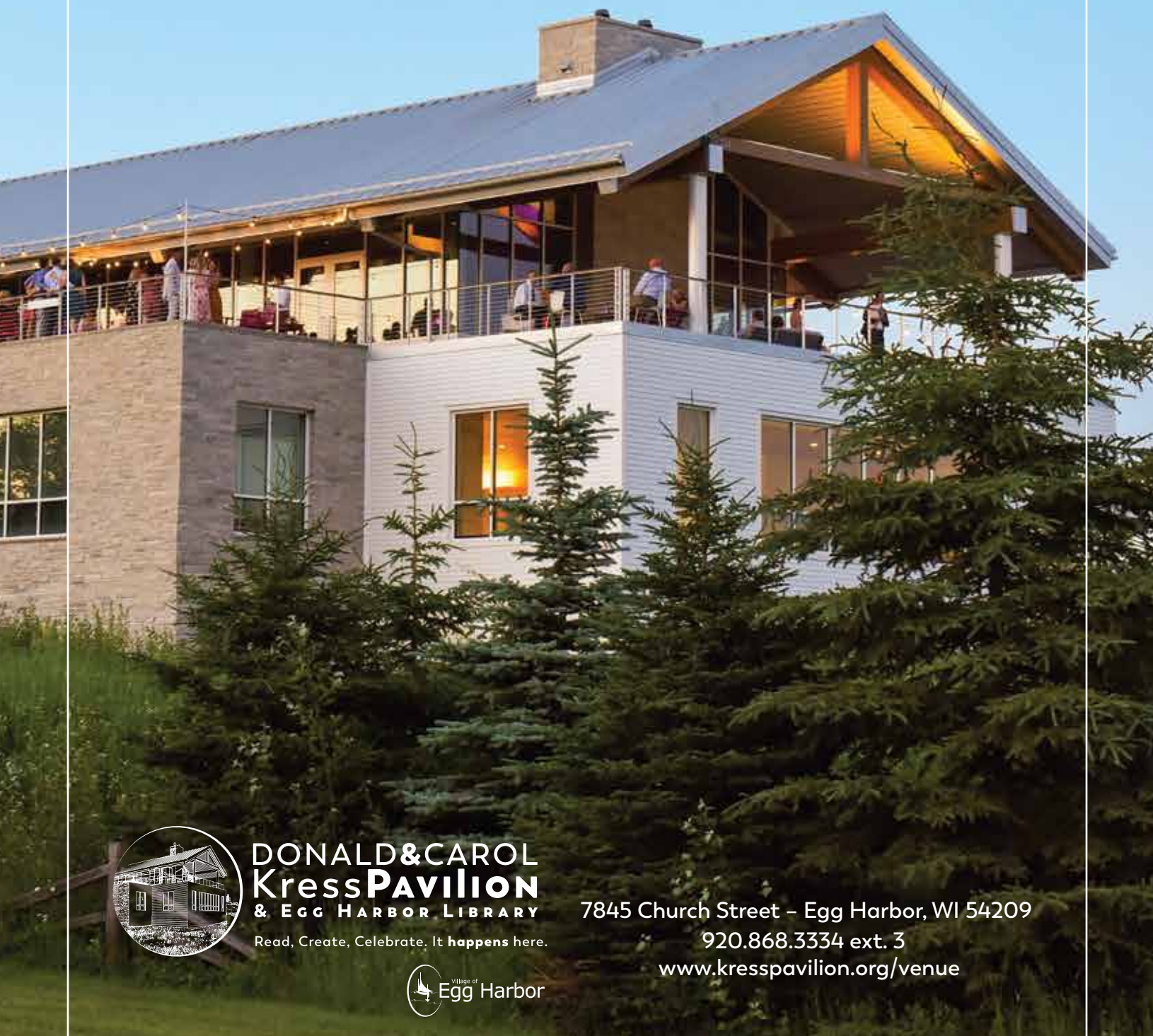


KRESS PAVILION EVENTS



DONALD & CAROL
KressPavilion
& EGG HARBOR LIBRARY

Read, Create, Celebrate. It **happens** here.



7845 Church Street – Egg Harbor, WI 54209

920.868.3334 ext. 3

www.kresspavilion.org/venue

DONALD AND CAROL KRESS PAVILION RENTAL & USE POLICY

Thank you for your interest in renting the Donald & Carol Kress Pavilion. All venue rentals support the Village's ability to provide space for Egg Harbor Library, Egg Harbor Historical Society and community events. Please see the information below to determine the spaces available and rental information. Don't hesitate to reach out with questions.

ELIGIBILITY

The Donald & Carol Kress Pavilion is available for rent to residents and non-residents ages 21 and over. Rentals are open as early as twenty-four (24) months prior to your preferred rental date.

- 1. RESIDENT:** A resident is defined as any individual who resides in the Village of Egg Harbor and/or pays taxes to the Village of Egg Harbor.
- 2. NON-RESIDENT:** A non-resident is defined as any individual that resides outside the Village of Egg Harbor limits. This includes individuals who live outside the village limits yet are in the Town of Egg Harbor limits.
- 3. VILLAGE OF EGG HARBOR BASED ORGANIZATION:** Groups must have at least one Village of Egg Harbor resident, that person is to fill out the paperwork.
- 4. BUSINESSES:** Businesses will be placed into either the "resident" or "non-resident" category based on location of the business and the guidelines within each category. Rental by a business must be for a business function.
- 5. CHARITABLE, CIVIC GROUPS, NONPROFITS:** The Kress Pavilion will make special accommodations for your group, please contact the Kress Pavilion Event Director for rates.

The Donald & Carol Kress Pavilion is open to the general public Monday- Friday from 8 a.m. - 4 p.m. during Library Hours and for scheduled events that are open-to-the-public. Excluding major holidays; holiday hours will be posted one week prior to holiday. Extended hours of operation are available to private renters upon approval. The following rental hours may be available after all department programs and classes have been scheduled.

Monday - Thursday – 8:00 a.m. - Midnight

Friday – 8:00 a.m. - Midnight

Saturday – 8:00 a.m. - Midnight

Sunday – 8:00 a.m. - Midnight

Note: All guests of the event must vacate the building by Midnight. Permit holder must have building cleaned per policy and procedures. Music will not be permitted outside after 9pm. Indoor music will need to stop by 10 pm Sunday - Thursday; and 11pm on Friday & Saturday. Additionally, some rentals spaces have provisions related to library hours. See doorcountylibrary.org/eggharbor for current library hours.

DESCRIPTION OF FACILITIES

The Donald & Carol Kress Pavilion and Egg Harbor Library provide rental space on two levels accessible by stairs and an elevator.

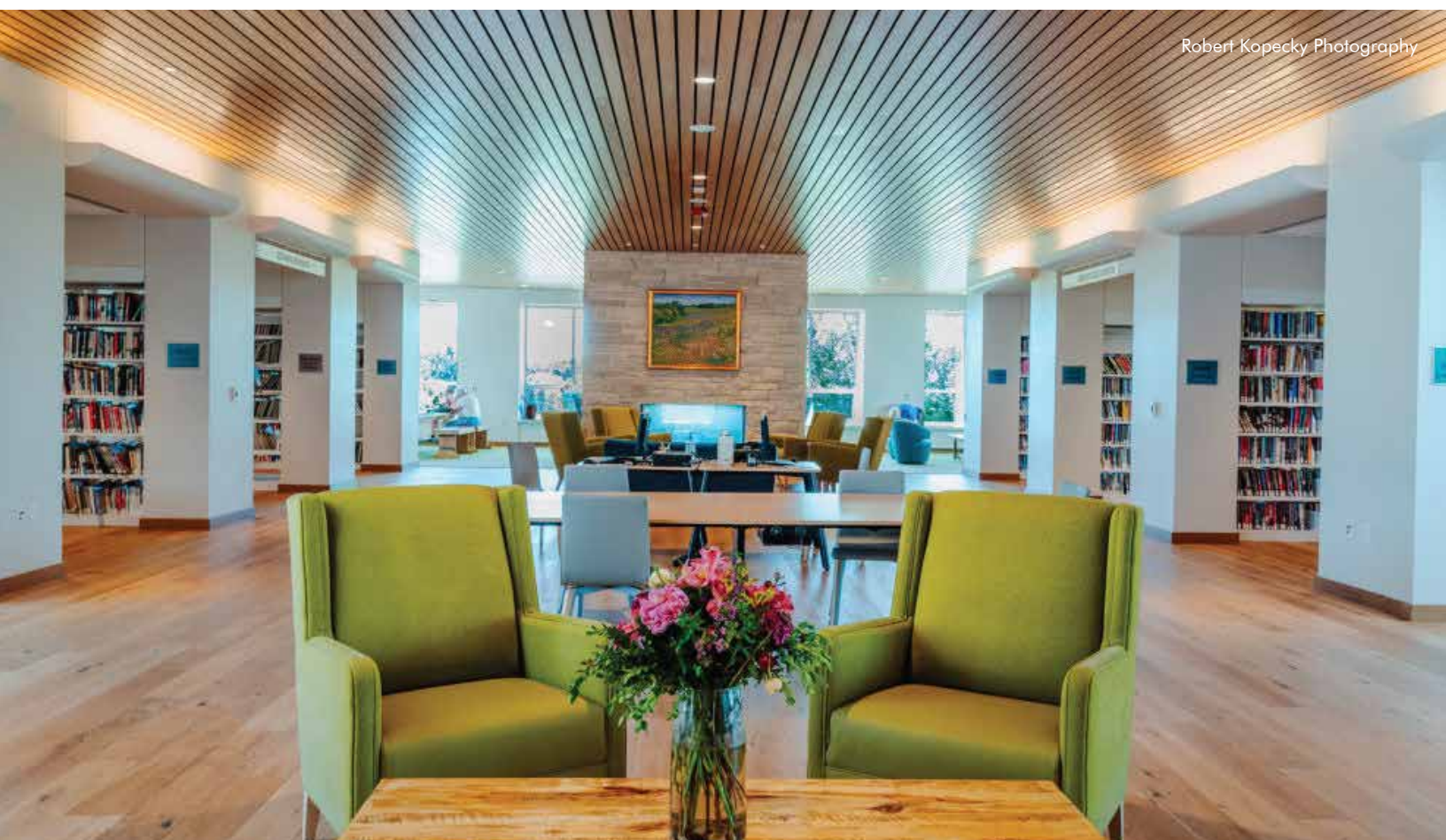
FIRST FLOOR

BUSINESS CENTER: With a 50" flat screen TV featuring current teleconferencing capabilities and a board room meeting table, this room has a comfortable seating capacity for 8 people. This room is available for rent daily 8 am – 10 pm outside of regularly scheduled library programs. See rate chart for minimums and rates.

MAKER SPACE: A room for hands-on projects, the Maker Space features a modular table and seating for up to 10. A collaborative workspace for making, learning and exploring.

HISTORY CENTER: Home to the Egg Harbor Historical Society, this room features a computer, a 50" flat screen TV with current teleconferencing capabilities and a board room meeting table with a seating capacity for 8 people. History Center is available for rent daily 8 am – 10 pm outside of regularly scheduled programs and Egg Harbor Historical Society use. See rate chart for minimums and rates.

LIBRARY SPACE: The first floor, library space is available for rent outside of library hours for small cocktail parties, ceremonies and performances. This space is only available with the rental of the Great Hall. Additionally, ancillary meeting spaces are available at their posted rates.



Robert Kopecky Photography

DESCRIPTION OF FACILITIES CONTINUED

SECOND FLOOR

This area is utilized by the citizens of the Village of Egg Harbor on Tuesdays for community events open to the public.

GREAT HALL: This multi-purpose room is large enough to accommodate 150 standing, 120 seated banquet-style, 54 classroom-style and 140 as theater seating. The north wall of the Great Hall features a flat screen video wall with teleconferencing capabilities, HDMI, and Aux. Audio input. On the opposite wall is a double-sided gas fireplace with a baby grand piano nestled in the corner. Additionally, the room is equipped with a sound system, two cordless microphones and a lapel microphone. Rental of this room includes (20) six-foot banquet tables, (12) 60" rounds, and 132 chairs. Weather permitting, the Great Hall includes rental of wrap around porch spaces and a covered porch area with the double-sided fireplace. The Covered Porch space has room for a seated dinner of 50 and small performance or ceremony for 100. The Bayside Porch has room for a seated dinner of 96 and a ceremony of 140.



DESCRIPTION OF FACILITIES CONTINUED

OTHER RENTAL SPACES

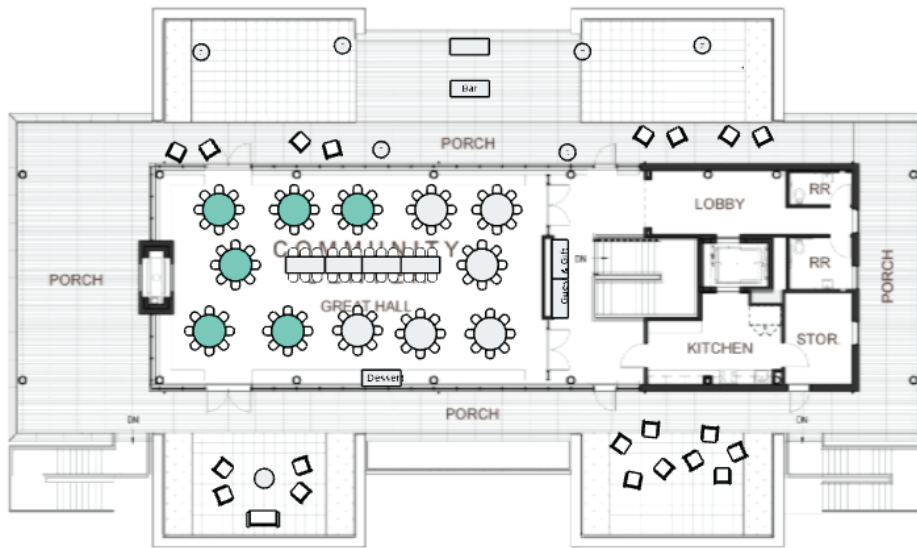
In addition to the standard facility offerings, these spaces/scenarios are available.

ENTIRE SPACE FEE: In addition to the various spaces in the building, the entire building and library spaces are available for a large event rental. The entire building includes the library and all meeting spaces. It does not include the children's library or the work room. This rental is only available when the library is closed to the public and after regularly scheduled programs.

PAVILION LAWN: The pavilion lawn is available for rental in conjunction with a Great Hall Rental. With room for a 40 x 60 tent, catering tent and outdoor power, this is an option for larger events or outdoor cocktail parties. However, all outdoor items will need to be rented and brought in. Please speak with a pavilion representative for details/availability.

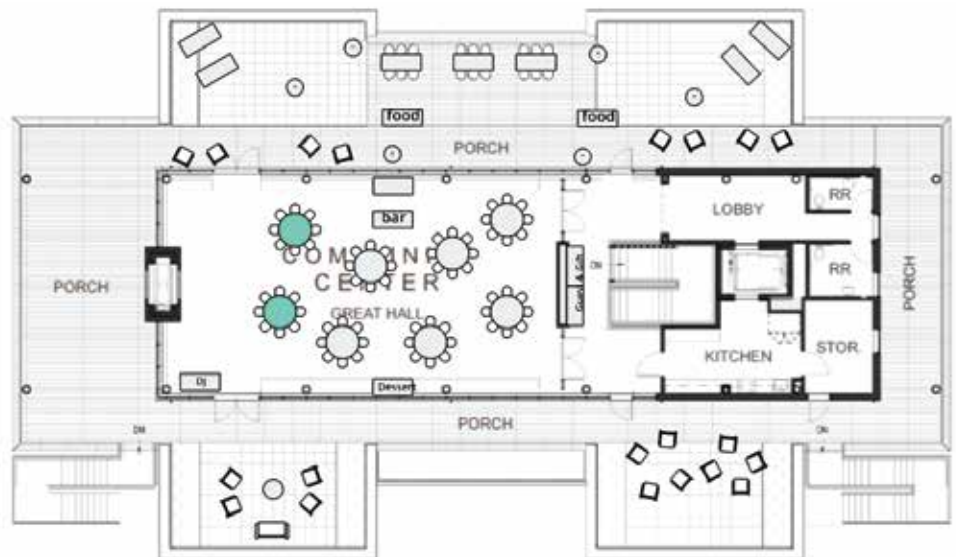


EXAMPLE FLOOR PLANS: UTILIZING PORCHES

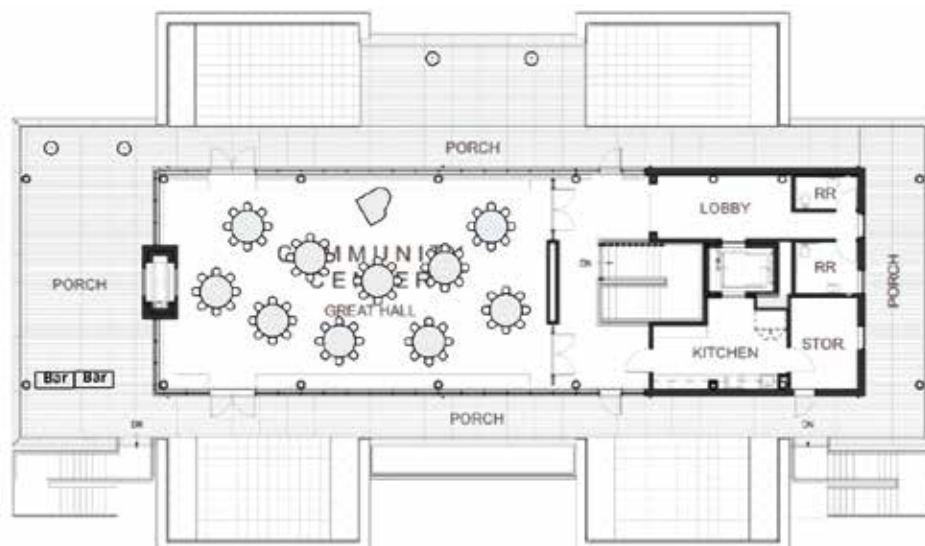


SEATED DINNER FOR 120

COCKTAIL PARTY STYLE

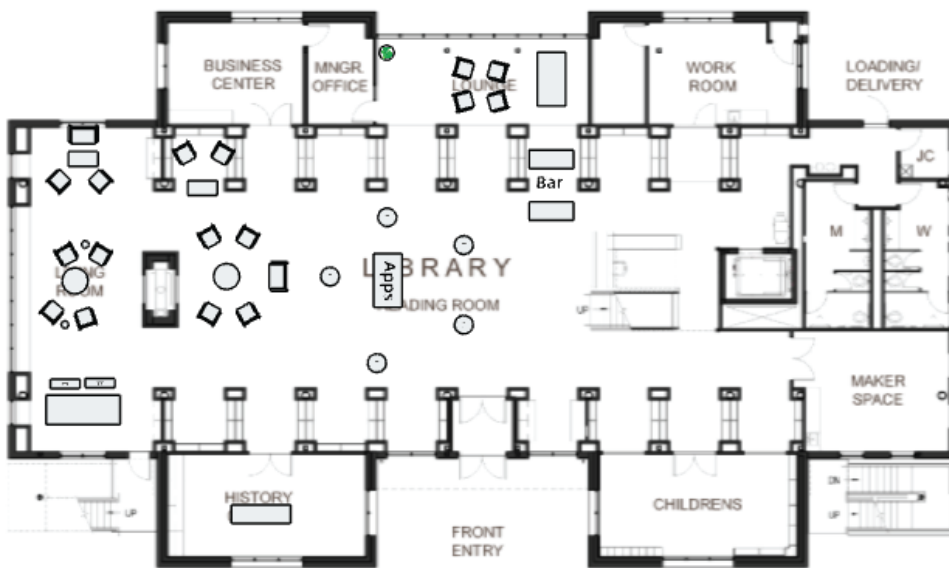
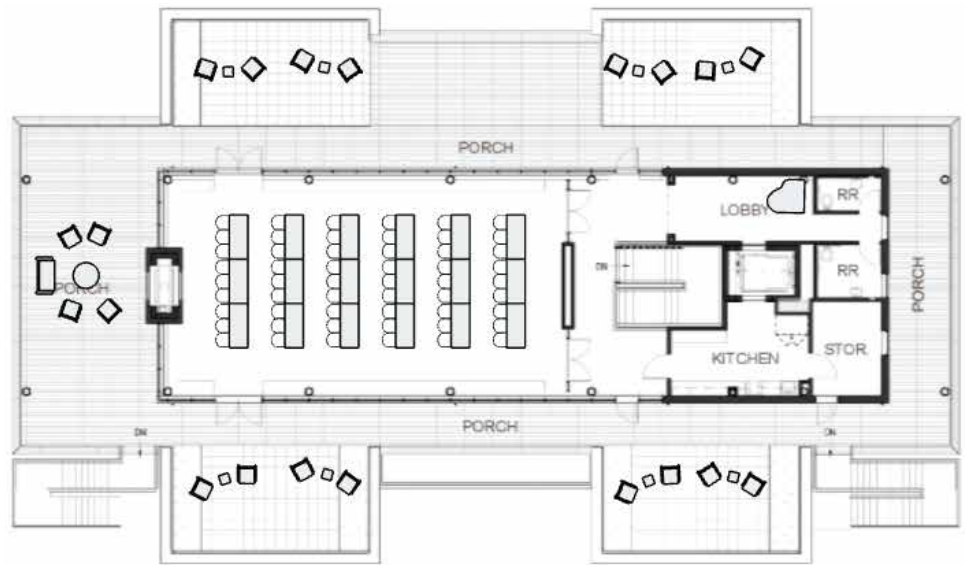


DINNER WITH PERFORMANCE



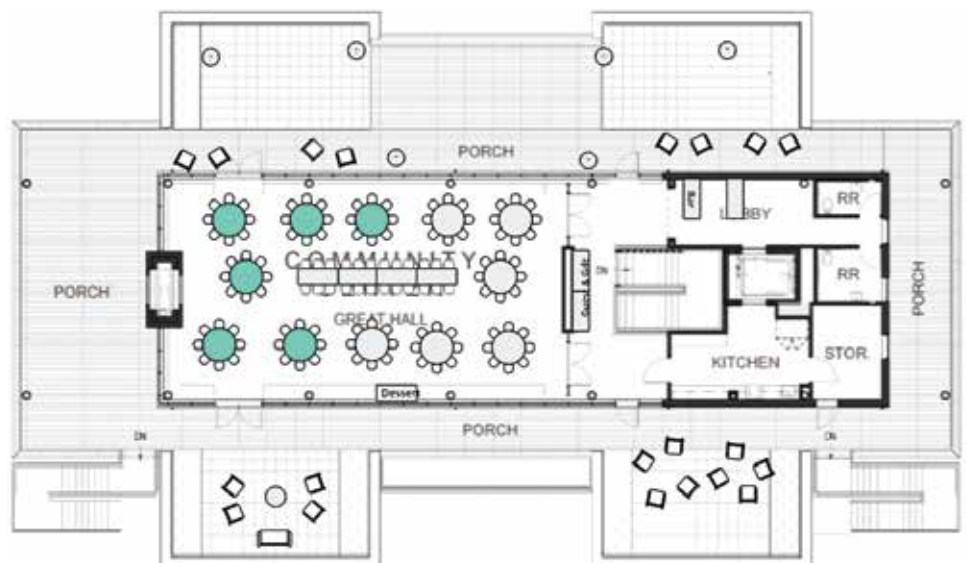
EXAMPLE FLOOR PLANS: INSIDE ONLY

CLASSROOM STYLE



COCKTAIL HOUR
IN LIBRARY

DINNER UPSTAIRS
FOR 120



RENTAL & USE POLICY

Village of Egg Harbor

Donald & Carol Kress Pavilion Rental Rates

GREAT HALL **

Rental Includes Porches & Kitchen
Banquet tables (12- 60" round and 20- 6' banquets)
& Chairs (132)

PER HOUR RATES

SATURDAY & SUNDAY - Private Events before 2pm	\$75
Non Profits, Village of Egg Harbor Owners or Residents before 2pm*	\$50
All events after 2pm	\$250
FRIDAY - Private Events before 5pm	\$75
Non Profits, Village of Egg Harbor Owners or Residents before 5pm*	\$50
All events after 5pm	\$250
MONDAY - THURSDAY - Private Events before 5pm	\$50
Non Profits, Village of Egg Harbor Owners or Residents before 5pm*	\$25
Civic or Governmental Groups Before & After 5pm	\$25
All events after 5pm	\$75

MEETING ROOMS

NON- RESIDENTS

VILLAGE OF EGG HARBOR RESIDENTS

HOURLY

HOURLY

Business Center	\$10	FREE
Maker Space	\$10	FREE
History Center	\$10	FREE

***Prices do not include tax, tax will be added to the total.**

****Does not include wedding related events.**

RENTAL & USE POLICY CONTINUED

ADDITIONAL SERVICES

Other services we provide/things we offer should you choose to use them:

Premium, Locally Roasted Coffee by Isley Roasting (includes organic sugar and half & half)	\$20 per pot
Bistro Tables (6 available)	\$10 each
Metal Easels (2 available)	\$2 each
Juliska Dinner (white), Salad (gray) and Dessert Plates (white) (120 available)	\$.75 per piece
Juliska silverware (dinner knife, dinner fork, salad fork, spoon)	\$.75 per piece
Stemless Wine, Cocktail, Martini, Water Glasses, Champagne Flutes	\$.50 per glass
90 x 132 Linens for 6' tables	\$22 each*
120" Round Linens for 60" round tables and cocktail tables	\$22 each*
Linen napkins (ask staff for color options) minimum order of 60	\$.75 each*
Compostable Items (plates, cups, silverware, etc.)	Ask for Prices*
Day of Coordinator	\$2,000
Décor Takedown only	\$500
Delayed Décor Pickup	Sun-\$350 Sat/Mon-\$250

WEDDINGS IN THE GREAT HALL (Please ask staff for full wedding packet)

Rental Includes Porches & Kitchen

Banquet tables (12- 60" round and 20- 6' banquets) & Chairs (132)

PEAK **OFF-PEAK**
May 1 - Oct. 31 Nov. 1 - April 30

SATURDAY & SUNDAY - 8 Hour Rental Minimum (two hours of setup & one hour of tear down required)	\$5,000	\$4,000
Additional Hours	\$250	\$250
FRIDAY - 8 Hour Rental Minimum (two hours of setup & one hour of tear down required)	\$4,500	\$3,500
Additional Hours	\$250	\$250

**Inquire about rehearsal/welcome party pricing

PEAK **OFF-PEAK**
May 1 - Oct. 31 Nov. 1 - April 30
FLAT FEE

OTHER PROPERTY RENTALS

Rental can only be done in conjunction with Great Hall rental outside of Library Hours and does not include Children's Library.

Entire Building	\$750	\$500
Lawn	\$250	N/A
"Get Ready" Room	\$50	\$50

***Prices subject to change**

DONALD AND CAROL KRESS PAVILION RENTAL & USE POLICY

BOOKING TIME LINE/CONTRACT PROCESS

- 1. BOOKING DATE:** With the exception of elections and large community-wide events, the Donald & Carol Kress Pavilion is available for booking 24 months in advance for Village of Egg Harbor Residents. Renters are encouraged to call ahead and gather rental information, visit our facility and discuss the details of the rental process.
- 2. RENTAL APPLICATION & AGREEMENT FORMS:** After reviewing the Rental & Use Policy document within this packet; applicants must complete the Rental Application form with their estimated rental time. This form can be emailed, mailed or dropped off to the Kress Pavilion. After the rental application is received a rental agreement (contract) will be issued by Kress staff and is due back, signed within 7 days. This agreement form and the application are to be completed by the individual who is to be on site at the event and must be 21 years of age or older.
- 3. PAYMENT:** For weddings at the Kress, please refer to the Kress Wedding Book. For all other events, staff will issue an invoice as soon as the application form is received. Full payment is due within 7 days of issuance to secure the date. Payment can be made in cash, check, or cashier's check payable to Village of Egg Harbor. Credit card payment is also available, but cash or check is preferred.
- 4. INSURANCE REQUIREMENTS:** A certificate of insurance is required for special open to the public events serving alcohol. For events open to the public, provide a Certificate of Insurance, showing liability limits of \$1,000,000 naming the Village of Egg Harbor as an additional insured. Must be provided one week prior to event.

CANCELLATION POLICY

MEETING ROOM CANCELLATION: If a meeting room cancellation is made at more than four (4) weeks prior to the scheduled event, one half of the rental fee will be returned, less a \$10.00 processing fee. All fees are non-refundable if cancellation is made less than four (4) weeks prior to the scheduled event. All cancellations must be submitted in writing. All fees and dates are non-transferable.

GREAT HALL CANCELLATION: If a Great Room cancellation is made at more than nine (9) months prior to the scheduled event, 100% of the fee is returned, less a \$10.00 processing fee. If a Great Room cancellation is made at more than six (6) months prior to the scheduled event, 50% of the fee is returned, less a \$10.00 processing fee. All fees are non-refundable if cancellation is made less than six (6) months prior to the scheduled event. All cancellations must be submitted in writing. All fees and dates are non-transferable.

TUESDAY NIGHT COMMUNITY NIGHT

In addition to monetary rentals of the space, the Village of Egg Harbor welcomes residents of the village to host free, open-to-the-public, non-commercial events free of charge. These events are available on a first-come, first-served basis and applicants are limited to one per calendar year. Space can be reserved up to six months in advance.

NON PROFIT, GOVERNMENTAL & CIVIC GROUP RATES

The Village of Egg Harbor welcomes non profits to rent the Kress Pavilion at a reduced rate. However, these groups are responsible for set up, tear down and clean up of the room. If the event is outside Mon-Friday 8-4, there may not be a building representative on site and arrangements will need to be made. In addition, if these groups plan to serve food, they will incur a \$50 cleaning fee. If electronics are needed, the group will need to set an appointment for training.

DONALD AND CAROL KRESS PAVILION RENTAL CONDITIONS

SET-UP & DECORATING

- 1. EVENT CONTACT:** The person/organization signing the rental contract must be present from the time the building is opened, while the event is in progress, and must wait until all event guests have vacated the premises and has completed the Facility Closing Checklist. If they are not able to be present, they will need to provide a responsible party to be the point of contact. For youth groups, rentals will be issued only to responsible adults who chaperone the party. The chaperone must remain on site until the event has completed.
- 2. DECORATING:** All decorations must be put up and taken down by the renter and must be free standing. Nails, tape, tacks, staples and screws are strictly prohibited. Glitter, confetti, rice, silly string, straw bales or natural flower petals are not allowed at any time. If these items are used, fines will be imposed. Chinese lanterns are not allowed on the property. Sparklers are allowed with permission.
- 3. CANDLES:** The only open flame allowed in the Donald & Carol Kress Pavilion are small votive candles with an adequate glass covering of at least 2" of headspace. They must be approved by the pavilion event staff prior to the event. Candles are not allowed on the floor.
- 4. SIGNAGE:** Signage may be displayed on portable sign holders, bulletin boards or easels.
- 5. DECOR REMOVAL:** Any materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the activity unless written permission has been granted for storage.

FOOD SERVICE

- 1. SELF-CATERED:** Food may be prepared at home and brought to the pavilion. However, renting group must follow clean up guidelines.
- 2. KITCHEN:** A catering kitchen is available for the renter's use at an additional charge when not renting the Great Hall. Included in this fee is the use of all major kitchen equipment including refrigerator, freezer, oven, stove top, microwave and sink with garbage disposal. No service ware, glassware or utensils are provided, but are available to rent for an additional fee. Renters must bring their own soap, dishcloth/towel and other clean-up supplies. If you use the kitchen yourself, you must clean it and complete the cleanup checklist before you leave with a staff member.
- 3. CATERERS:** Food may be provided by a caterer. A caterer is defined as providing food and service for events at a professional capacity. A listing of pre-approved caterers is available. Alternate caterers may be contracted once they have completed the application, provided proof of applicable licenses and insurance and received approval. The Kress Pavilion does not permit onsite fish boils or pig roasts.

ALCOHOL

If you plan to have alcohol at your event, a license and service staff may be required. Kegs are not permitted. Please contact Alex Cole for rules and regulations acole@villageofeggharbor.org - 920.868.3334 ext. 3

CLEANING

Users leaving the facilities in a manner that require more than customary cleaning will be billed \$100.00 per hour to cover added costs and may result in loss of building use privileges. Customary cleaning includes: cleaning of the restrooms, take-down and removal of included tables and chairs, mopping of the floors, vacuuming of carpeted spaces and assisting the renter with trash removal. The renter's cleaning responsibilities include: removal of any and all items brought into the Community Center by the renter. Renter must wipe down tables and chairs if necessary. Renter must clean the kitchen if rented. If hiring caterer, they are primarily responsible for cleaning kitchen. If you plan to bring your own food and use the kitchen, you are responsible for cleaning the kitchen. Any damage to the facility upon inspection by Kress Pavilion staff will be billed to the rental to include all time and materials for the repair.

DONALD AND CAROL KRESS PAVILION RENTAL CONDITIONS

LITTER/REFUSE/RECYCLING

The applicant and/or group will be responsible for any and all damage to The Donald & Carol Kress Pavilion. Any litter or refuse generated by the group and activity must be collected and disposed of in appropriate trash receptacles and removed to the dumpster outside of the building at the conclusion of the reservation- either by the Caterer or the renter. The Donald & Carol Kress Pavilion may assess a fee for damages or additional cleaning if the area is not returned to original condition and reserves the right to deny future applications if these conditions are not met.

PARKING

There are 38 parking spaces at The Donald & Carol Kress Pavilion, in addition there is overflow parking at the adjacent Bertschinger Building and free street parking throughout the village. If supplies must be dropped off, the service entrance must be used to unload items. Supplies cannot be loaded in the front door without prior approval. The vehicle must be moved to an appropriate parking location immediately after unloading.

OTHER GUIDELINES & RESPONSIBILITIES

The Village of Egg Harbor is not responsible for any equipment or other items left at the Community Center at any time.

Smoking is prohibited inside the building, on the porches, and within 100 feet of the building at all times.

The renter assumes all responsibilities for injuries that may occur to persons or participants.

SINGLE USE PLASTIC & STYROFOAM

The Village of Egg Harbor is a Green Tier Community, as such single use plastic water bottles, plates and cups are not permitted. Styrofoam products are also not permitted.

USES REQUIRING SPECIAL APPROVAL

Special provisions or requests may require Village Board approval. Any rental requiring additional approval is subject to all rules and guidelines outlined throughout this document.

- POLITICAL MEETINGS:** Any individual running for political office and/or an activity sponsored by a political organization may utilize the Kress Pavilion. This includes gatherings for the purpose of furthering the candidacy of a person or persons. The activity must be sponsored by a political organization registered and in good standing with the State Elections Board and/or Village of Egg Harbor. Candidates must rent a room and must conduct all political business within that room.
- GATHERINGS FOR THE PURPOSE OF ADVERTISING, SALES, SOLICITATIONS, OR THE DISPLAY OF ARTICLES FOR SALE:** Prior to any retail or wholesale sales, the vendor must provide copies of permits and licenses required by Village ordinance. The village may require the vendor to give notice to all purchasers that the Village of Egg Harbor in no way warrants or guarantees any product or service being offered for sale at the Donald and Carol Kress Pavilion.
- FUNDRAISING ACTIVITIES:** Fundraisers are only permitted to benefit local or non-profit organizations. Applications should include:
 - Name under which the individual/organization intends to conduct the fundraising.
 - Names and addresses of all responsible parties.
 - General purpose for which the organization/group is organized and purpose for which the contributions will be used.

RENTAL APPLICATION



**DONALD & CAROL
Kress Pavilion**
& EGG HARBOR LIBRARY

7845 Church Street – Egg Harbor, WI 54209
920.868.3334 ext. 3 www.kresspavilion.org/venue

APPLICANT/ORGANIZATION

Organization: _____ Tax Exempt #: _____

Contact Person: _____ Residency Status: ☐ Village Resident ☐ Non-Resident

Phone: _____ Email: _____

Address: _____ City, State: _____ Zip: _____

Billing Address: _____ City, State: _____ Zip: _____
(if different)

How did you hear about us? _____

EVENT INFORMATION

Event Date: _____ Anticipated Attendance: _____

Setup Arrival Time: _____ Clean-up End Time: _____
Rental begins at set-up time. Rental ends with completion of clean-up.

Event Time: _____ to _____ Number of hours rented: _____

Type of Event: (check all that apply)

- ☐ Business Meeting/Training
- ☐ Wedding Ceremony ☐ Wedding Reception
- ☐ Meals
 - ☐ Breakfast ☐ Professionally Catered
 - ☐ Lunch ☐ Self-Catered
 - ☐ Dinner ☐ Alcohol
 - ☐ Snacks
- ☐ Open to the Public ☐ Admission Charged
- ☐ Items Sold: _____
- ☐ Donations Accepted

Rooms Requested:

- ☐ Business Center
- ☐ Maker Space
- ☐ History Center
- ☐ Great Hall
 - ☐ Library ☐ Lawn
 - ☐ Entire Building Fee
 - ☐ Kitchen Only

Additional Services:

- ☐ Wireless Microphone
- ☐ Sound System
- ☐ Great Hall Video Wall ☐ Podium

Table/Chair Setup in Great Hall (if known)

- ☐ Banquet Rounds ☐ Classroom Style
- ☐ Theater Style ☐ U-Shape Table
- ☐ Banquet 6's ☐ Hollow Square

Promotional Info:

If event is open to the public, please provide info for us to include on the event calendar, one month prior to event date.

Alcohol: If you plan to have alcohol at your event, a license may be required. Please be sure to provide the Kress Pavilion Event Director your alcohol service plan.

Insurance: A certificate of insurance is required for special open to the public events serving alcohol. For events open to the public, provide a Certificate of Insurance, showing liability limits of \$1,000,000 naming the Village of Egg Harbor as an additional insured. Must be provided one week prior to event.

*I have received the **Donald & Carol Kress Pavilion Rental & Use Policy** and agree to comply with the rules and regulations. As the responsible party I agree to be present through the entire event and instruct my group of these rules and regulations and see that they also abide by the same. I further agree to indemnify reservations as per application.*

Signature: _____

Date: _____