



RENTAL INFORMATION

APPLICATION PROCESS

- 1) Read and complete this application. Return the completed application to Shae Cupery @ 5 W Main Street or e-mail the completed application to mainstreetbbwaupun@gmail.com
- 2) The facility rental guidelines will be reviewed with the applicant and appropriate fees determined.
- 3) Deposit fees are due upon reservation. Any special terms and/or conditions will be determined based on estimated attendance and type of event.

RESERVATION PROCEDURES

- Facilities are available on a first-come first-served basis and may be reserved up to 3 months in advance.
- Rental requests are received in person at 5 W Main Street or emailed to mainstreetbbwaupun@gmail.com.
- Reservation times are charged by the hour with 2 hour being the minimum.
- **The requested rental time must include set-up and clean-up time.**
- A deposit is required to issue a rental agreement and secure a specified day and time.
- Cancellations may be made thirty (30) days in advance of the rental date in order to receive a refund of the deposit paid. If a reservation is cancelled within 30 days of the event, there are no refunds for paid deposit fees. A credit may be issued and used for a future date within 6 months of the original reservation date.
- Reservations made within 30 days of the event must be paid in full with cash, check or credit card.

SERVICES

- Services include use of facility, tables and chairs, restrooms, designated parking, event menus, and in some rooms, food prep space.
- Event Coordinator and full-service events upon request.
- Food prep spaces are not suitable for cooking. Prepping area, microwave & refrigerator access only.

Facility	Max Capacity	Included
MSBB Dining Room	45	Dining tables, Booths & 30 Chairs
Small multi-Purpose Room	25	4 Tables, 20 Chairs, Screen & Projector, Sink, Refrigerator, Microwave
Large multi-Purpose Room	99	(10) Tables and (80) Chairs, Access to small kitchen, Media and sound equipment
Commercial Kitchen	n/a	Fully equipped Commercial Kitchen

RESTRICTIONS AND RENTAL GUIDELINES – Please read through carefully.

- 1) All tables, chairs, etc. shall be set up by Lessor (unless discussed before with lessor).
- 2) Lessee may arrive up to 30 minutes before the actual rental time. If rental exceeds more than 30 minutes prior or 30 minutes past ending time, the *additional rental charges will be rounded up to next full hour and will be deducted from the deposit.*
- 3) Rental of the facility includes use of the rented room and restrooms only. Loitering or spreading out in any other rooms constitutes a breach of the rental agreement and will forfeit the facility deposit.
- 4) Rental of Commercial Kitchen may require permits.
- 5) Use of confetti, silly string, glitter, spray paint, rice, bird seed, smoke machines, or other hard-to-cleanup items is prohibited.
- 6) All decorations must be freestanding, no items may be taped to or attached to the walls or ceilings in any way.
- 7) Use of candles, other than floating candles (table decorations) is prohibited. Chafing dish warmers are allowed.
- 8) Pets are prohibited, except for service animals needed to assist individuals with disabilities.
- 9) The lessee shall be responsible for the general conduct of the attendees and the enforcement of rules governing the use of the facility.
- 10) All private property items such as outside rented tables & chairs, equipment, décor etc. are the responsibility of the lessee. MSEP waives all rights of responsibility to the private property items.
- 11) AT NO TIME SHALL ANY EXITS OR EXIT SIGNS BE COVERED OR OBSTRUCTED.
- 12) Only Bounce house or inflatables leased by MSEP are permitted in our facilities.
- 13) Trash must be placed in proper receptacles and then taken to exterior waste can (dumpster) at the conclusion of the event unless full service agreement has been made.
- 14) Renters are not refunded for leaving early or arriving late.
- 15) The event, including any necessary clean-up must conclude at the **contracted time**.
- 16) The named Lessee must remain on site for the entire duration of the event.

ALCOHOL/SMOKING

Alcohol and/or smoking are **NOT** permitted on any premises, inside or outside of the MSEP building.

PARKING

Parking is available in MSEP parking lot and on street in front of building. No parking behind building!

EMERGENCY CIRCUMSTANCES

MSEP shall make every effort to open the facility when a rental is scheduled. However, if severe inclement weather, other acts of nature, or a public health event prohibits the opening of the facility, the renter will be notified as soon as possible, and will be provided the opportunity to reschedule to another available date or have their rental fees refunded in full.

CLEANING CHECKLIST 😊

The Lessee is responsible for returning the facility to the condition in which it was rented.

- 1) Users are responsible for providing their own cleaning supplies and materials.
- 2) Wipe clean all hard surfaces used. Food prep spaces must be cleaned thoroughly. Countertop surfaces, refrigerator, microwave, sink, etc. must be wiped down at the conclusion of your event. Please note that we have **NO GARBAGE DISPOSAL**.
- 3) Clean all tables and chairs of any food or debris. **Tables and chairs may not be moved from one room to another.**
- 4) Remove all decorations, equipment and food/drink related to the function.
- 5) Clean and discard all litter from the building interior, exterior walkways, grounds, and parking area. Trash must be placed in proper receptacles and then taken to exterior waste can (dumpster) at the conclusion of the event.
- 6) Check the exterior of the building for any trash or debris from the event and dispose in the dumpster.

DEPOSITS

The deposit serves as a security to hold event date. Deposits may be paid by cash or check, in order to obtain the rental agreement.

Rental Fee Categories

NON-Catered: A private event where lessee is responsible for all food and beverages served. If outside catering is used, please provide caterers information to lessor. Rental fees will only include tables and chairs.

MSBB Catered: A private event where lessor will be responsible for all food and beverages served. White or black linens will be included in this service.

Full Service – A private event that is catered by MSBB and clean up/ tear down is provided by MSBB. Decorations and colored linens can be included in this service.

Facility	Deposit	Hourly	Hourly
		Non-Catered	MSBB Catered
MSBB Dining Room	\$75	\$35	\$25
SM multi-Purpose Room (2 hr. min)	\$75	\$50	\$40
LG multi-Purpose Room (2 hr. min)	\$100	\$80	\$75
Commercial Kitchen	\$150	\$75	N/A
Full Service		Price based on services needed	