

Sheboygan Falls Municipal Building Rental

Fee schedule is subject to change on a yearly basis

- Basic hall fee -- (1st 8 hours) — \$300.00
- Bon-a-fide non-profit charitable organizations -- (1st 8 hours) — \$150.00
- Overtime any event — \$45.00 per hour or fraction thereof
- Kitchen use — \$50.00 per day
- Use of overhead lights on a free set-up day — \$10.00
- Free set-up day (usually the Friday before a weekend event)
8 hours (8:00 am to 4:00 pm. Must be out by 4pm)

Depending on the type of event, a \$500.00 security deposit and/or a Certificate of Insurance will be required. A security guard company is needed for certain events and a copy of that agreement needs to be submitted to the City Clerk's Office before your event. Events subject to security deposits and security guard agreements include any event that sells beer, but not limited to graduation parties, dances, weddings, anniversaries, brat fries, and benefits.

A completed hall rental agreement, necessary deposits and/or a Certificate of Insurance, and if needed, a copy of the security guard agreement has to be in the City Clerk's Office at least one month before your scheduled event. An advanced notice of cancellation must be given at least one month before the scheduled event, or a fee will be charged.

- Hall hours are available between 7:00 a.m. and 10:00 p.m.
- Hall capacity is 500 people
- 74 - 10' tables & 800 chairs are available for your use. Set up/take down is your responsibility.
- Bleachers hold approximately 500 people
- Hall is not air-conditioned
- Hall is heated November through April

1. No hard liquor allowed. Only Bonafide organization can sell beer. No beer can be served or allowed on the premises without a temporary beer license. A temporary beer license must be applied for and paid for at least one month before the event.
2. Hall must be cleaned and vacated by 10:00 p.m.
3. Tables and chairs are to be taken down and put away per custodian's instructions. Hall is to be cleaned and floors swept by closing.
4. If kitchen is used, it must be cleaned - this includes the counters, sink, stove, and refrigerator.
5. RECYCLE -- Aluminum cans, plastic, and cardboard are to be separated. All boxes must be flattened and placed in proper containers.
6. No trash in any container without a clear bag. Bags are supplied by the custodian. Bags are to be put in the dumpster at end of event.
7. Absolutely NO SMOKING anywhere in the building per City Ordinance. There are cigarette receptacles outside each exit.
8. No lighted candles, oil lamps, etc. allowed.
9. Gum -- Place all gum in waste containers, not on floors, stairways, water fountains or anywhere else. If additional gum clean up is needed, additional fees will be charged and future hall use can be denied.
10. No glitter, stars, graffiti, or similar decorations allowed. ABSOLUTELY NO TAPE other than "gaffer" tape can be used on the floors. No tape whatsoever can be used on the walls.
11. No playing or congregating in the basement. No one on the second floor.
12. No helium balloons allowed (they can cause damage to the ceiling fans).
13. Do not block lighted EXIT sign areas at any time. (Per the Fire Department)
14. If tappers are used, it is the responsibility of the user to make sure the tapper is clean before and after each use.
15. Do not use the basketball hoops for decorating purposes.
16. Absolutely no frying or deep frying is allowed in the kitchen or hall during any event (by order of the Director of Public Safety).
17. Signs advertising an event that are placed on municipal building property may not be installed prior to three days preceding the event and must be removed the day after the event. All signs must be approved by the building inspector.