

RENTAL TERMS AND CONDITIONS

1. The Crosse House has a seating capacity for 40 guests. It will accommodate up to 65 guests for a stand-up occasion.
2. The house is furnished with (10) 34" square tables and 50 chairs. It has a vintage dining room table and miscellaneous smaller tables. Tablecloths and chair covers are available in a variety of colors. SPHSI will be responsible for the laundry of the linens.
3. SPHSI is not responsible for setting up or taking down tables, chairs, etc.
4. Effective February 1, 2023, rental of the house is \$200.00 per day.
5. Effective February 1, 2023, a security deposit of \$200.00 (cash or check) is required along with a signed contract. This fee will be refunded in full if the house is left in the same condition as when you took responsibility for the house. The security deposit and rental fee can be paid with one check.
6. If a cancellation is made up to four (4) weeks prior to the event, a full refund will be made. Please cancel as soon as you become aware of any conflict, so availability is open to others wishing to use the facility. In the event that the City of Sun Prairie declares a snow emergency, the deposit will be refunded, and the event cancelled.
7. You may use the kitchen facilities to prepare and serve food. It is your responsibility to manage the house throughout the time your event is being held, including during set up and clean up.
8. If a caterer is being hired for your event, the *CATERER USE & CONDITIONS CONTRACT* **must** be signed and approved by a SPHSI officer prior to the event being held. *
9. Decorations, wall hangings, presentation materials or any other items **may not be taped, stapled, nailed, or glued to the walls, ceilings, woodwork, or fixtures.** If these items are used, the deposit will not be refunded.
10. The serving of alcoholic beverages is permitted on the premises. The renter must take full responsibility of the appropriate amounts that are to be consumed. No sales of alcohol are permitted on the premises.
11. It is the responsibility of the renter to clean up after the event. All garbage must be removed from the premise as the House does not have City garbage pick-up.
12. All unclaimed items will be removed after the allotted rental time. We are not responsible for items left behind.
13. **Smoking is prohibited in all areas of the Crosse House, including on the porch and yard.**
14. The upstairs is unfinished and not available to the public at this time. Entry is prohibited. If this is violated in any way, the entire deposit will not be refunded.
15. Security cameras are in place for everyone's protection. Please be aware of your guests' activity at all times. Remember, it is your responsibility to ensure that everyone is safe, and the House is returned to the condition you encountered upon entry.



CROSSE HOUSE RENTAL AGREEMENT

(please print)

Today's Date _____

Organization _____

Person Responsible _____

Phone home (____) _____ cell (____) _____

Mailing Address _____ City _____ ST ____ ZIP _____

Email Address _____

Date(s) of Event _____ Time of event _____

Activity Planned _____

Caterer's Name * _____ Contact ph # (____) _____

RENTAL FEES

House Rental

of days needed _____ x \$200.00 per day = \$ _____

Deposit (refundable; after positive inspection following conclusion of event) + \$ **200.00**

TOTAL AMOUNT DUE = \$ _____

*Please make one check for the Total Amount Due payable to SPHSI
and mail it to 133 W Main St, Sun Prairie, WI 53590*

Incidentals (if needed)

Tablecloths Quantity: _____ **Chair covers** Quantity: _____

The organization, or individual, renting the House has read, understands, and agrees to the terms and conditions set forth by SPHSI.

Signed _____ **Date** _____

Printed Name _____ **Phone** (____) _____

For SPHSI use only:

Board Member Approving this Rental _____ Date Approved _____

Amount of Payment Received \$ _____ Ck/Cash Date Received _____

Security Deposit \$ _____ Ck # _____ Received _____ Security Code Assigned to Renter _____

Security Deposit \$ _____ Ck # _____ Returned _____ Security Code Deleted on System _____

() A copy of this agreement has been given to the SPHSI Treasurer for the financial records