

MISHICOT VFW RENTAL GUIDELINES

Rental Date: _____

Capacity=120

Rental - \$100.00 per day from 12:00 a.m. until 11:59 p.m.

Deposit – \$100.00 per day (**returned if VFW is left in same condition, you received it**)

***PLEASE NOTE: FEE (\$200) MUST BE PAID 1 WEEK PRIOR
TO THE RESERVATION AND BEFORE RECEIVING KEYS***

Check the box if you will have any of the following at your event:

☐ Open to the public?

☐ Selling alcohol?

☐ Live music?

**If you checked the box for any of the above, you will also need a Special Event Permit.*

A. Bring the following items when renting if needed:

1. Hot pads, serving utensils, dish cloths & towels, dish detergent, garbage bags.

B. Week day rental (rentals unavailable during these times):

1. Vets Meeting on the 2nd Monday evening of the month.

2. IBEW Union on 4th Tuesday evening of the month.

3. Cards on Monday 1:00p.m.-4:00p.m.

4. 4-H Marvels 2nd Thursday evening of the month.

5. Girl Scouts on the 1st & 3rd Monday evenings of the month

6. Boys Scouts on the 1st & 3rd Tuesday evenings of the month

7. Girl Scouts on the 4th Monday evening of the month.

8. Women's Auxiliary Meeting 2nd Monday morning at 9:00a.m.

9. AA Meeting every Wednesday from 7:00p.m. to 8:00p.m.

10. Cadets on the 1st & 3rd Thursday evenings of the month.

C. No decorating activities will be allowed prior to the rental date and all decorations shall be removed prior to leaving for the day or evening. (**Do not put push pins or nails in walls use command damage free hangers**)

D. All clean up must be done prior to leaving for the day and no clean-up will be allowed the next day. Garbage should be placed in the tan box on side of the building by the garage.

E. Any and all damages to the building or its contents will result in forfeit of deposit. The person or persons renting the building will be responsible for any damage taking place during their rental.

F. No camp fires or fire pits allowed anywhere on the grounds.

G. No outdoor camping or recreational vehicles or camper trailers allowed.

H. Return tables to their original locations.

I. Upon exiting the premises renters will **securely lock all doors and turn off lights**. The heat and A/C is climate controlled so no need to do anything with it.

J. Please leave appliances in same condition you found them in.

K. Please return one copy of this document at the time of rental payment. Keys can be picked up the Friday before the rental date. (9 am-noon) If Friday falls on a holiday, please pickup keys on Thursday.

L. I have read and agree to the above requirements for renting the VFW facilities owned by the Village of Mishicot.

Responsible Person

Dated

Phone Number

Please Note: Village Office Hours are Monday, Wednesday, Thursday 9 a.m. until 4:30 p.m.; Tuesday & Friday 9 a.m. until noon. There is a drop box outside of the Village Hall on Dollar General Side and you can drop your key off there but **please put in envelope with your name on it.**

WHEN USING NESCO ROASTERS

All of the Vet's Club electrical receptacles are labeled to their corresponding circuit breakers. When Nesco Roasters are used, only one roaster should be used per circuit. A circuit may have two or more electrical receptacles so be sure to plug in only one roaster per circuit.

Enclosed is a summary of all receptacle locations and the size of each circuit. The larger the circuit breaker, the less likely to blow a circuit when using a roaster.

Vet's Club Circuits

Hall

(2) North Wall	H-25
(1) West Wall	H-35
(2) South River Wall	H-35

East Kitchen

Upper South	C-2
Lower South	H-29
Upper North	C-1
Bottom North	H-29

Bar Room – Cooler

North Bottom by Door	C-12
North Bottom East Side	C-12
East Wall Upper by Window	C-15
South Bar Wall – New Circuit System	Not Labeled

Kitchen

Upper North Facing W. Hallway by Bathrooms	C-1
Upper South Facing West	C-2
Stove Wall – West Side	C-10
Stove Wall – East Side	C-9
East Wall (Facing Garage)	C-6
South Wall – East Side	C-7
South Wall – Center	C-4
South Wall for Refrigerator	C-8

Storage Hall – With Hanging Mops

South River Wall for both Refrigerators	C-14
North Hanging Mops/Brooms Wall	C-3

CIRCUIT BREAKER SIZES

H-25	15 amp
H-35	15 amp
H-29	15 amp

C-1	20 amp
C-2	20 amp
C-3	20 amp
C-4	20 amp
C-6	20 amp
C-7	20 amp

C-8	20 amp
C-9	20 amp
C-10	20 amp
C-12	15 amp
C-14	15 amp
C-15	15 amp