

EVENT INFO



DONALD & CAROL Kress Pavilion & EGG HARBOR LIBRARY

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



7845 CHURCH STREET
PO BOX 175 - EGG HARBOR, WI 54209
920.868.3334 ext. 3 - www.kresspavilion.org

Professionally Managed By

FOUNDERS 3
REAL ESTATE SERVICES

VILLAGE OF EGG HARBOR DONALD & 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 to residents as early as twenty-four (24) months prior to your preferred rental date and to non-residents as early as eighteen (18) months prior to the 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 Organizations:** 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.
- 4. Charitable, Civic Groups, Nonprofits:** The Kress Pavilion will make special accommodations for your group, please contact the Kress Pavilion Event Director for rates.

HOURS OF OPERATION

The Donald & Carol Kress Pavilion is open to the general public Monday- Friday from 8 a.m. - 5 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.

CURRENT LIBRARY HOURS

WINTER/SPRING Oct 7- May 27
Monday - 12:00 - 5:00 p.m.
Tuesday- 12:00 - 7:00 p.m.
Wednesday- 10:00 a.m. - 5:00 p.m.
Thursday - Closed
Friday - 10:00 a.m. - 2:00 p.m.
Saturday- 10:00 a.m. - 1:00 p.m.
Sunday - Closed

SUMMER/FALL May 28-Oct 12
Monday - 12:00 - 5:00 p.m.
Tuesday- 12:00 - 7:00 p.m.
Wednesday- 10:00 a.m. - 5:00 p.m.
Thursday - 10:00 a.m. - 4:00 p.m.
Friday - 10:00 a.m. - 4:00 p.m.
Saturday- 10:00 a.m. - 2:00 p.m.
Sunday - Closed

DESCRIPTION OF FACILITIES

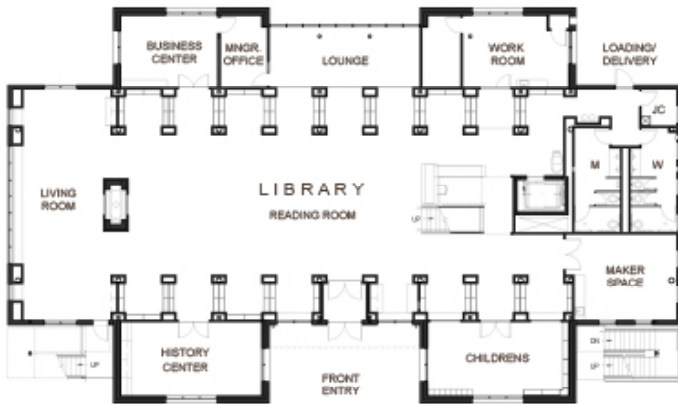
The Donald & Carol Kress Pavilion and Egg Harbor Library provide rental space on two levels accessible by stairs and an elevator.

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 people with a sink, counter space and cabinets. The room also features a 50” flat screen TV with current teleconferencing capabilities. Maker Space is available for rent daily 8 am – 10 pm outside of regularly scheduled programs. See rate chart for minimums and rates.

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.

First Floor Plan

EGG HARBOR LIBRARY and COMMUNITY CENTER



SECOND FLOOR

This area is utilized by the citizens of the Village of Egg Harbor on Tuesdays for community events open to the public. Additionally, it is booked on the first Monday evening of the month for the monthly Village Board meeting.

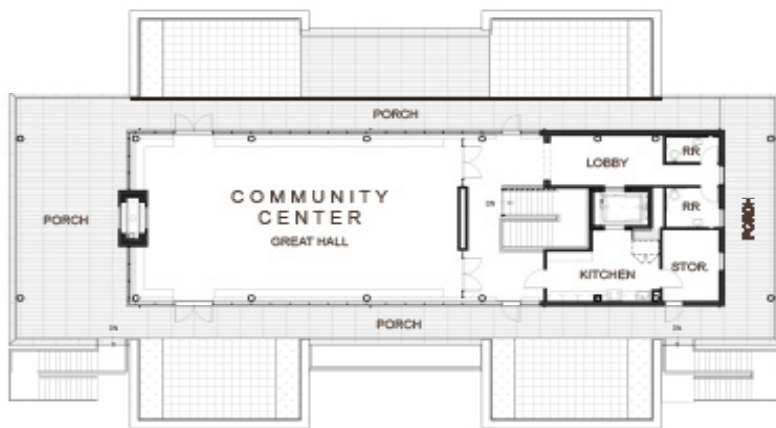
GREAT HALL:

This multi-purpose room is large enough to accommodate 250 standing, 126 seated banquet-style, 90 classroom-style and 140 as theater seating. The north wall of the Great Hall features a flat screen video wall with teleconferencing capabilities and HDMI, VGA and 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 (27) six-foot banquet tables, (12) 60" rounds, and 132 chairs.

Weather permitting, the Great Hall includes rental of wrap around porch spaces with a capacity of 171 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 80. The Bayside Porch has room for a seated dinner of 96 and a small performance or ceremony for 102.

Typical uses of the great hall space could include educational/recreational programs, large business/recreation programs, wedding receptions, and parties. Also included with the Great Hall rental is the kitchen and outdoor porches. See rate chart for minimums and rates.



KITCHEN:

Complete with an oven, stove, refrigerator, microwave, dishwasher, sink and serving counter. Additionally, the kitchen is equipped with ample power for warming racks. Please note, this is a warming kitchen and cannot be used for major meal preparation. Kitchen utensils are not supplied. Kitchen has direct elevator and features a catering staff entrance.

TABLES & CHAIRS:

Chairs (132) and banquet tables (12- 60" round and 27- 6' banquets) are included in the rental fee.

Second Floor Plan
EGG HARBOR LIBRARY and COMMUNITY CENTER



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. 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.



**VILLAGE OF EGG HARBOR
DONALD & CAROL KRESS PAVILION RENTAL RATES***

GREAT ROOM

Rental Includes Porches & Kitchen
(132) Chairs & Banquet tables (12- 60" round and 27- 6' banquets)

	PER HOUR RATES		NON-RESIDENT FLAT FEE
	PEAK May 24-Oct 14	OFF-PEAK Oct. 15- May 31	
SATURDAY - Private Events before 2pm	\$75	\$75	\$200
Non Profits, Village of Egg Harbor Owners or Residents before 2pm*	\$50	\$50	
All events after 5pm	\$225	\$150	
FRIDAY - Private Events before 5pm	\$75	\$75	\$175
Non Profits, Village of Egg Harbor Owners or Residents before 5pm*	\$50	\$50	
All events after 5pm	\$200	\$150	
SUNDAY - Private Events	\$75	\$75	\$150
Non Profits, Village of Egg Harbor Owners or Residents *	\$50	\$50	
MONDAY - THURSDAY- Private Events before 5pm	\$50	\$50	\$125
Non Profits, Village of Egg Harbor Owners or Residents before 5pm*	\$25	\$25	
Civic or Governmental Groups Before & After 5pm	\$25	\$25	
All events after 5pm	\$75	\$75	

MEETING ROOM RATES

	FOR PROFIT GROUPS	NON- PROFIT GROUPS
	HOURLY	HOURLY
Business Center	\$20	\$10
Makers Space	\$20	\$10
History Center	\$20	\$10

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

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) - Limit 50 people	\$10/ 12 cup pot
Bistro Tables (6 available)	\$10 each
Metal Easels (2 available)	\$2 each
Jaliska Dinner (white), Salad (gray) and Dessert Plates (white) (120 available)	\$1.50 place setting
Stemless Wine Glasses (120) available	\$50/120
Linens for 6' tables, available in white, ivory or black	\$7 each
Linens for 60" round tables and cocktail tables	\$10 each
Linen napkins available in multiple colors at .50 each with a minimum order of 60	.50 each
Fallen Palm Leaf Plates for Appetizers (4"x 4") - bio degradable -----more eco friendly products available on request	.50 per person
Meeting Coordination - Not on site? Need help coordinating details? Please inquire with our event staff for coordination rates.	Varies

WEDDINGS IN THE GREAT HALL

Rental Includes Porches & Kitchen
(132) Chairs & Banquet tables (12- 60" round and 27- 6' banquet)

	PEAK May 24-Oct 14	OFF-PEAK Oct. 15- May 23	NON-RESIDENT FLAT FEE
SATURDAY 6 Hour Rental Minimum (two hours of set up & one hour of tear down required)	\$2,200	\$1,200	\$200
Additional hours	\$225	\$150	
FRIDAY & SUNDAY 6 Hour Rental Minimum Required (two hours of set up & one hour of tear down required)	\$1,500	\$900	\$175
Additional hours & hourly rate	\$200	\$150	

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.

	PEAK May 24-Oct 14	OFF-PEAK Oct. 15- May 3
	FLAT FEE	

	PEAK May 24-Oct 14	OFF-PEAK Oct. 15- May 3
Entire Building	\$750	\$500
Lawn	\$250	N/A
"Get Ready" Room	\$50	\$50

CEREMONIES AT KRESS

If you would like to host your ceremony at the Kress, we will not charge a ceremony fee. However, if chairs need to be re purposed, or a room needs to be transitioned, it is a \$100 staff fee.

In addition, there is no charge for a ceremony rehearsal. However, the spaces is subject to availability. If renter wishes to guarantee rehearsal space, it is recommended that they reserve the room.

VILLAGE OF EGG HARBOR DONALD & CAROL KRESS PAVILION RENTAL RATES

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 and 18 months in advance for Non-residents. Renters are encouraged to call ahead and gather rental information, visit our facility and discuss the details of the rental process.
- 2. Rental Agreement Form:** After reviewing the Rental & Use Policy Document, applicants must complete the Rental Agreement form at least two weeks (14 Days) in advance of request date. This form can be emailed, mailed, or dropped off to the Kress Pavilion. This agreement form is 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:** Once the agreement form is received by the Kress Pavilion staff and approved, full payment is due to secure the date. Payment can be made in cash, check or cashiers check payable to Kress Pavilion. Rental is not confirmed until both the agreement form are complete and payment is received. In addition, any incidentals incurred (extra hours, incidentals, damages) will be billed within 24 hours of event completion.
- 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. A certificate of insurance can be obtained through Homeowners Insurance.

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 six (6) 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 four (4) 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 four (4) 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 8-5, 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.

VILLAGE OF EGG HARBOR DONALD & CAROL KRESS PAVILION RENTAL CONDITIONS

SET-UP AND 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 signed 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 chaperon the party. An adult chaperon is required for every 20 youths. A list of chaperons with addresses must be presented when the Rental Use Application is completed. The chaperons 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 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.
- 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 4" of headspace. They must be approved by the pavilion event staff prior to the event.
- 4. Signage:** Signage may be displayed on portable sign holders, bulletin boards or easels. The renter is responsible for the provision, installation and removal of such supplies.
- 4. 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. 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.

ALCOHOL

If you plan to have alcohol at your event, a license may be required. Please contact Jess Reinke for rules and regulations. Jreinke@founders3.com - 920.868.3334 ext. 3

CLEANING

Users leaving the facilities in a manner that require more than customary cleaning will be billed \$50.00 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; staff will sweep and mop. 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.

**VILLAGE OF EGG HARBOR
DONALD & CAROL KRESS PAVILION RENTAL CONDITIONS (cont.)**

LITTER/REFUSE/RECYCLING/COMPOST

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. 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.

In addition, the Kress Pavilion has comingled recycling and compost. Guests are asked to sort accordingly.

PARKING

There are 40 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 may be used to unload items. 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.

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.

1. 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.

2. 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.

3. Fundraising Activities Fund raisers are only permitted to benefit local or non-profit organizations. Every fundraising activity must provide the following:

- 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.