



## Lac Lawrann Rental Information

### Maurin Center and Barn Wedding Package

*This package must be used if you are having a wedding.*

Friday, Saturday and Sunday – 9:00am until 11:00pm

**Fee:** \$3,000 for entire weekend (No exceptions) *(subject to state sales tax)*

**Refundable Deposit:** \$500

**Facility Capacity Using Both Buildings:** 299

Three day package (usually Friday, Saturday and Sunday) from 9am to 11pm daily. Package includes use of the beautiful air conditioned Maurin Center with kitchen, indoor restroom facilities, remodeled barn with small movable stage, tables and chairs in both buildings, 90" flat screen TV and A/V equipment in Maurin Center, sound permit, and paved parking lot.

Lac Lawrann Conservancy wedding rental coordinator will be happy to meet with you and walk through the buildings before you book your rental. This is strongly recommended so that you can view the buildings and ask questions pertaining to your plans for the building use. Staff will be able to provide a tour after office hours or on a weekend.

#### Wedding & Special Event Rental Details:

Weddings and other special events may be booked up to 18 months in advance.

Premium booking more than 18 months in advance is an additional \$500 non-refundable fee.

- \* Tables and chairs to seat 80 in Maurin Center.
- \* Tables and chairs to seat 150 in Barn
- \* These tables and chairs are NOT to be used outdoors
- \* Table/Chair set up is not included.
- \* Linens are not included
- \* If you wish to seat more than 230 persons, you will need to rent additional tables and chairs.
- \* Tent permit is additional \$30 for under 800 sq. ft., if structure is over, please contact **Fire Department** for permit.
- \* LLC staff is not present for rental date.

#### **Available upon request:**

- \* Barn floor plan layout
- \* Site plan for safe tent placement
- \* Photos of facility decorated for previous rentals.
- \* With special permission pig roasters and grills are allowed outdoors.

**Deposit:**

Rental deposit fee is due **within two weeks** of booking the date of rental. Premium advanced booking fee (if applicable) also due at this time.

**Fees:**

Total amount of rental fee and sales tax is due in full six months prior to rental date.

**Cancellation policy:**

Event is cancelled after deposit is paid, but before rental balance is paid:

Deposit fee is NOT returned.

Event is cancelled **91 or more days** than the scheduled rental date:

Deposit is refunded at 100%

Rental fee is refunded at 25%

Event is cancelled **90 or fewer days** than the scheduled rental date:

Deposit amount is refunded at 100%

Rental fee is not refunded under any circumstance.

All rental procedures shall be followed by renter. Building(s) should be left in satisfactory condition after rental. Building(s) not left in satisfactory condition will result in some or all of the deposit amount being withheld. For example, if it is found that the renter used the buildings outside of the hours agreed to in the original rental agreement, buildings are not left in satisfactory condition, or keys are not returned to office, some or all of deposit funds will be retained by the Department.

**Return of Deposit**

After key and binder are returned to the office and our staff has checked the building(s) to be sure everything is in order, the deposit amount will be returned within two weeks by the same method of original payment.

**Note:** *Rental fees benefit the non-profit West Bend Friends of Park & Recreation and Friends of Lac Lawrann Conservancy groups. Members of both Friends groups support the continuing efforts of the faithful volunteers who work to preserve and protect these beautiful buildings and grounds at Lac Lawrann Conservancy for future generations.*

For more information about the Lac Lawrann Conservancy, go to [www.laclawrann.org](http://www.laclawrann.org).

For more information about this rental, or to make a reservation, please contact the Parks, Recreation & Forestry office at 262-335-5080. To view availability, please go to [www.ci.west-bend.wi.us](http://www.ci.west-bend.wi.us), Departments, Parks, Recreation & Forestry, and click on "On-line Facility Reservation" and then "Search Rental Facilities" LLC Wedding.

# General Rental Information and Procedures

## Maurin Center and Barn

*Please see additional information specific to the Maurin Center and the Barn on page four.*

- Key to building(s) may be picked up the day before the rental from the West Bend Park, Rec & Forestry office located inside City Hall, 1115 S. Main St, 8:00am – 4:30pm. Key(s) must be returned the Monday following rental unless other arrangements have been made with office staff. You may also use the after-hours drop box at the entrance of City Hall. Place key in envelope and mark with your name, the date, and the facility rented.
- At this time there is no parking lot lighting. The pathway is lit with one solar light.
- Parking of vehicles is limited to the 42 stall paved parking lot. You may use the gravel drive to move a vehicle close to the building to load/unload, but it must be moved to the parking lot during rental. **No vehicles allowed on asphalt pathway or turf in front of Maurin Center.**
- Nails, screws, and tacks **must not** be used on any walls or posts to hang decorations in the Maurin Center or the Barn.
- No open flames, (ie. candles or Sterno Can for chafing dish).
- Glitter, bubble machines or helium balloons are **not** allowed in the building(s).
- There must be no cash alcohol sales during your event. Additional permit is not required for simply serving alcohol to your guests.
- Lac Lawrann Conservancy is a City of West Bend Park and is open to the public daily. Please note that the trails are open for public use during your rental. If you would like to provide your guests with trail maps, please let us know in advance so that we can have them available for you when you pick up your facility key.
- The fire pit is **not** to be used by renters or the general public at any time.
- Trash and recycling must be removed from the building after rental and placed in the outdoor containers provided. Garbage carts are located in wooden corral next to solar panels.
- Please follow all cleaning requirements at the end of your rental (see Section III of Park & Rec Policy Code in the Facility Rental Packet). Building(s) not left in satisfactory condition will result in some or all deposit amount being withheld. For example, if it is found that the renter used the buildings outside of the hours of agreed to in the original rental agreement, buildings are not left in satisfactory condition, equipment is misused, or keys are not returned to office, some or all of deposit funds will be retained by the Department.

## Specific Information -- Maurin Center

- To keep the front door open, insert key into the box on the right side wall in the foyer, turn until the light turns green. At the end of rental, turn key to the left to lock door, green light will go off.
- Maurin Center is a “green” construction heated/cooled by a geothermal system. When doors are propped open by renters to load and unload supplies, it takes the system at least an hour to begin to compensate for lost heat/cool air in the building.
- Tables and chairs provided for your use include 80 padded chairs, 20 – 30” by 60” tables, and eight 18” by 60” tables. Tables and chairs must stay inside the building.
- There is no stove in the building. A refrigerator and microwave are available; dishwasher should not be used. Kitchen should NOT be used to deep fry foods.
- No open flames. (ie. candles or Sterno Can for chafing dish).
- Do not overload electrical outlets or use power strips.
- Trash and recycling receptacles are provided in the Maurin Center and are each lined with one bag. Bring additional bag liners with you.
- Basement area is not accessible for renters.
- **Audio Visual** equipment is included with the three day wedding package. Equipment includes a 90” screen TV, receiver, DVD player, microphone. Key for the AV cabinets, HDMI/AVG w/audio cables and Wi-Fi password. Instructions can be picked up at the same time as the building key. Please follow all provided printed information concerning proper use of AV equipment. All equipment must be left in good order with key, cables, and binder with printed instructions returned to office for return of deposit.
  - Mac/Apple users, please provide your own compatible cables.

## Specific Information -- Barn

- Barn is not heated or air conditioned. Fans may be used for air circulation. No portable heaters of any kind are allowed in the barn.
- Barn is equipped with tables and chairs to seat 150 people. 17 tables are 60” round, and 5 tables are 8’ rectangle. Tables and chairs must stay inside the building.
- Nature display cases inside the Barn must not be moved. You may wish to drape them if they do not fit with your event décor. Picnic tables may be moved outside.
- No open flames (ie. candles or Sterno Can for chafing dish).
- There is no water supply in the Barn.

# Parks, Recreation and Forestry Department

## Lac Lawrann Facility Clean Up Checklist

This is a general checklist to help you leave the buildings in a condition which will ensure you receive back your full deposit.

**Do not drive on asphalt pathway or park vehicles on any turf areas**

**A / V equipment** (*if rented*)

**Return all remotes to cabinet** \_\_\_\_\_

**Turn off power** (*use touchpad only to power down system*) \_\_\_\_\_

**Lock all lower cabinets** \_\_\_\_\_

**Close TV screen doors** \_\_\_\_\_

**Sweep up all debris in Barn** \_\_\_\_\_

**Tables and chairs in Barn collapsed / stacked / stored** \_\_\_\_\_

**Remove all decorations, tape and associated materials** \_\_\_\_\_

**Clean tables, chairs, appliances, and kitchen counters**

*(cleaning fluids, towels and supplies are not provided)* \_\_\_\_\_

**Sweep and damp mop kitchen floors**

*(broom & mop are provided-located in men's room utility closet)* \_\_\_\_\_

**Leave tables set up in Maurin Center** \_\_\_\_\_

**Chairs in Maurin Center stacked / stored in closet** \_\_\_\_\_

**Vacuum carpet in Maurin Center** (*vacuum cleaner in storage closet*) \_\_\_\_\_

**Place garbage and recycling in outside carts in garbage enclosure.**

*(located near solar panels)* \_\_\_\_\_

**Remove all your property from the site** \_\_\_\_\_

**Check all rooms to make sure everyone is out of the building** \_\_\_\_\_

**Turn off lights** (*emergency exit lights will stay lit*). \_\_\_\_\_

**Bathrooms** (*no need to clean toilets*)

**Remove all garbage** \_\_\_\_\_

**Turn out lights** \_\_\_\_\_

**Prop open restroom doors** \_\_\_\_\_

**Close and lock all windows and doors.** \_\_\_\_\_

***Please report any damaged, burned out or inoperable items to Parks & Recreation Office.***

**Please call Police Dispatch at 335-5000 for any non-life threatening emergencies.**