

**BROWN DEER PARK AND RECREATION DEPARTMENT**  
**Phone: (414) 371-3070**

**2020 COMMUNITY CENTER GATHERING HALL PERMIT FEES**

<b>Number of Persons</b>	<b>Permit Fee Including Tax</b>	<b>Clean Up Deposit Fee</b>
Less than 50	\$198.00	\$50
51 - 75	\$250.80	\$75
76 - 100	\$303.60	\$100

**Permit fees listed are for events up to five hours in length between the hours of 9 a.m. and 9 p.m.** Additional hours can be added to your event at the additional cost of \$30.00 per hour, plus tax. Make sure your set up and clean up time is included in your rental time frame. **Renters staying past their scheduled rental time will be charged \$30.00 per hour, plus tax. This charge will automatically be taken out of your clean-up deposit.**

This multipurpose room is large enough to accommodate gatherings and meetings for up to 100 people. The room may be used for family gatherings, receptions, showers, classes, meetings etc.

**Please read the following terms and conditions for rental of the Community Center.**

The Village of Brown Deer Park and Recreation Department reserves the right to change, add, adjust, or delete any rules or regulations found in this permit agreement. The Department also reserves the right to close down any event which poses a threat to the safety of the participants or the facility or violates any of the conditions stated.

**RENTAL CONDITIONS**

1. Rental requests and dates are accepted on a first-come, first-serve basis at Village Hall – 4800 W. Green Brook Dr. and must be done in person.
2. **No decorations may be hung or taped on the walls or from the ceiling.**  
**NO GLITTER OR CONFETTI!** *Violation of this will result in the clean-up deposit being forfeited.*
3. **Smoking is prohibited inside and outside the building.**
4. Tables and chairs must be returned to their original configuration at the end of your event.
  - a. Tables Available for use include: 12 – 60” Round, 5 – 45” Round, 2 – 8” Banquet, 4 – 4x4 Card
5. You provide food, beverage service, dishes, silverware, utensils, tablecloths, dishtowels etc.
6. Permits cannot be transferred, assigned or sublet.
7. Animals are not permitted inside the building (except for service animals).
8. Parking availability is not guaranteed and on occasion may be limited.
9. Young children must be under direct supervision/control of an adult 18 years of age or older.
10. After the event, you are responsible for:
  - a. The removal of all decorations and all other items brought in.
  - b. The placement of all trash in the appropriate receptacles.
11. Because the building is used by various community groups, some of the rooms may be off-limits for safety, storage and program reasons. These rooms will be pointed out during a walk-through before your event.
12. Renters are allowed to serve alcohol to their guests without additional permit as long as the alcohol is provided free of charge to your guests.
13. No DJs or amplified music are allowed.

**PERMITS, FEES, DEPOSITS AND REFUNDS**

1. Permits will not be issued to any persons under 21 years of age.
2. Permits will be issued for all dates beginning January 1 of the current calendar year. No permit date will be accepted outside the current calendar year.
3. Refunds will only be issued if notice is received in writing by the Park and Recreation Department 30 days or more prior to the event.
4. Permit groups may not sell food or beverages at their event.
5. **Cash clean up deposit fees not picked within 30 days from rental will be FORFIETED and considered a donation to the Community Center.**