



Broske Center Policies

Bill & Mary Lou Broske Center
400 Pitt Street
Platteville, WI 53818
(608) 348-1833

The City of Platteville shall make the Broske Center (Event Center) available for the purpose of the event named within the Rental Permit. Upon payment of the required fee and deposit(s) and on the terms and conditions set forth herein, the Center shall be reserved on the requested date for Renter. The Center in Legion Park is a climate-controlled building that will hold 300+ people with restrooms, kitchen, and audio/visual system. For smaller gatherings, the Center can be divided into two halls: East: Brodbeck Hall and West: Reeves Hall. Brodbeck Hall holds 150 people and is located next to the large parking lot and the Legion Park ballfields. Reeves Hall also holds 150 people and includes the outdoor covered patio on the west side of the building which holds an additional 120 seats.

For large community gatherings or musical events planned for the Center, renters are encouraged to present a short recap of the planned event under Citizen Comments during one of the bi-monthly Council Meetings. Council meetings are held on the second and fourth Tuesdays of the month at 7:00 PM. Meeting attendees are asked to notify the Council President that they wish to speak during Citizen Comments prior to the start of the meeting, and the Council President will call on them during that agenda item. This is a courtesy request only so that Council members and the general public can be made aware of potentially large and/or loud gatherings.

For any issues during the weekend or outside normal business hours, please call the Platteville Police Department non-emergency line: 608-348-2313. Dispatch will contact the appropriate staff member to deal with the issue.

TERMS AND CONDITIONS:

1. Rental Process:

- a. All Rentals of the Center or Halls must be made through the City of Platteville's Parks and Recreation Staff. Dates are available within a 12-month time frame. Inquiries regarding availability and to book the Center, please call: 608-348-1833 or visit the Recreation office, City Hall, 75 N Bonson St, Platteville, WI 53818. Recreation staff will communicate with the contact person for the rental established at the time of the reservation. If you would like staff to communicate with an alternative or additional contact person, please provide that information at the time of the reservation. Recreation staff will only accept event changes and door access requests from the original renter, or their authorized secondary point of contact.

2. Time/Rates: *These fees are effective January 1, 2023 - Present*

- a. **The Broske Center:** fees are charged per day and are based on the number of expected attendees. The kitchen is included in all rentals.

\$600	0-100	Attendees
\$800	101-200	Attendees
\$1000	201-300	Attendees

Additional fees may apply. For more details, see item 3 and item 10.

- b. **Broske (East): Brodbeck Hall or Broske (West): Reeves Hall:** fees are charged per day and are based on the number of attendees expected. The kitchen is included in all rentals.

\$300	0-50	Attendees
\$400	51-100	Attendees
\$500	101-150	Attendees

Additional fees may apply. For more details, see item 3 and item 10.

- c. **Meeting Special:** 2-hour time slot available Monday – Thursday only. \$50 per 2 hours per Hall. Additional fees may apply.

d. **Additional Fees:**

- **Cleaning Fee:** if the center is not cleaned per the provided checklist guide (see attachment A), renter will be billed a \$100 cleaning fee for the first hour and \$50 for every additional hour staff spend cleaning the facility.
 - **A/V Usage (Microphones, Speakers and 70” TVs)** Usage fee: \$100.
Please consult with Recreation Staff regarding intended usage of the A/V system.
 - The Broske Center is equipped with a My Hearing Loop. If you or your guests are hearing impaired, utilizing the installed A/V system will allow your guests to directly connect to the system via their T-Coils found in many hearing aids and cochlear implants. If renters do not use the Center's A/V system, the My Hearing Loop will not work for the attendees.
- e. **Damage Deposit:** One Hall - \$300 / Both Halls - \$500. ***Separate check from rental fee***
A **separate check** postdated to the date of the event must be received by Recreation Staff. Deposit can be made when reserving the facility but must be received at least 30 days prior to the event date. The check will be returned or destroyed contingent on the Center being left in good condition.

- f. **Daily Bookings** shall be from 6:30 am – 10:30 pm. City Parks are closed to the public from 10:30 pm to 6:00 am. In compliance with City Ordinance 41.04, renters must make sure music/noise is reduced at 10:30 pm.

3. Building **Access & Set Up/Tear Down:**

- a. All set up and tear down/cleaning will be completed during the rental period and the City of Platteville will provide Renter timely access to the Center for that purpose.
- b. The Broske Center is equipped with electronic doors to allow joint or separate access to the Center or the Halls. The front entrance doors to the Halls will be scheduled to open at set times to allow renter access. Additional doors may be unlocked by renter during event using the hex key provided at center. Manually unlocked doors must be manually relocked at the end of the event.

Renter will be contacted one week prior to their scheduled event to arrange access times to the facility and finalize event details. Please ensure City staff have a current email, phone, and an alternative contact person when making your reservation.

- c. Rental includes as follows: 150 chairs per hall, 300 total; 15 round 72' tables per hall, 30 total; 8 rectangle 6' tables per Hall, 16 total; 15 picnic tables under the outdoor covered patio, 3 of which are ADA accessible; Kitchen Equipment includes: 3-compartment sink and hand sink, flat top grill and griddle, double wide refrigerator, (1) chest freezer and dedicated electrical circuits for food service equipment.

Tables and chairs will be allocated based on the number of attendees for each event.

- d. Rental does not include table linens.
- e. Renter will be responsible for cleaning the rental area following the provided cleaning checklist.

4. **Damages:** To protect the City of Platteville against any damage to the Center or its facilities, whether such damage results from the actions, abuse or negligence of the Renter or Renter's invitees, including without limitation Renter's guests, contractors, caterers, entertainers, and vendors. All care and maintenance specifications attributed to the entire Center are also applicable to the care and maintenance of the Halls.
 - a. Renter shall be responsible for any and all damage to the Center or its facilities while Renter occupies or is in possession of the Center. The City of Platteville reserves the right to charge a cleaning fee after the event if the Center is left in dirty, damaged or faulty condition.
 - b. At the time Renter vacates the Center, the Center shall be in the same condition as Renter took possession. Should Renter fail to do so, Renter shall be responsible for the costs of clean up and will be charged at minimum a \$100 cleaning fee. Please see item 2(d) and item 6 for details.
 - c. Any and all damages and clean-up costs in excess of the cleaning fee shall be paid by Renter.
5. **Payment:** Payment of the entire daily rental fee is required at the time of reservation. Cash, Check or Credit Card accepted. The Center is available on a first-come, first-serve basis. Requested dates will not be reserved until full payment is received or payment plan is agreed upon. The Center is reserved from the time payment is made; therefore, no refunds are offered if the reservation is cancelled. See item 16 for more details.
6. **Care and Maintenance of the Center:** Renter shall remove all decorations, pick up all trash and litter and remove them from the premises to a designated area. Tables, chairs, and other furnishings provided by the City of Platteville shall be cleaned and/or wiped down and returned to the designated area. Renter shall sweep the floors and clean the kitchen and food service areas, if used. During their occupancy and use, Renter and its invitees shall maintain the Center and its facilities in a clean, sanitary and orderly manner. The City of Platteville will supply brooms, garbage bags, and all cleaning supplies needed for proper clean up. (See cleaning checklist)
7. Vehicles associated with the rental should park in marked stalls in the Legion Park parking lot or along the street.

8. **Smoking and Vaping Prohibited:** No smoking or vaping is allowed inside the Center, and Renter agrees to be responsible for enforcing the no smoking or vaping policy.
9. **Drugs and Firearms Prohibited:** Firearms, weapons and illegal drugs of any kind are not permitted in or about the Center and Renter warrants and agrees that Renter will not permit their presence or use on or about the premises
10. **Alcoholic Beverages:** If alcohol will be consumed at the event, the Renter will need to inform City staff when beginning the rental process. The required damage deposit for the center includes an alcohol consumption permit. However, the following restrictions and conditions must be met and followed. Should the Renter's event match the descriptions of section c, outlined below, additional fees and restrictions will apply:
- a. **Renter shall not sell or serve alcohol to any person under the age of 21.**
The renter must abide by all state laws regarding the serving, sale and consumption of alcohol. State laws fall under Wisconsin State Legislature Chapter 125.
- b. **Private Event with no money exchanged**
There are no additional licenses or restrictions for a private event where no money is exchanged. A private event is by invitation only where invited guests are known to the host. Examples of private events might include weddings, family gatherings, or corporate outings.
- c. **Public Event or money exchanged**
Per State Code 125.27(6) the only way to serve alcohol at a public event or in exchange for money is with a Temporary Class " B " license – *"Licenses may be issued to bona fide clubs, chamber of commerce, to county or local fair association or agricultural societies, to churches, lodges, or societies that have been in existence for at least 6 months, and to veterans' organization's authorizing the sale of fermented beverages."* A Temporary Class "B" license can be issued by the City Clerk and allows for the sale of fermented malt beverages and/or wine. There is no process by which hard alcohol can be served at

a public event or in exchange for money. The cost for a Temporary Class “B” license is \$10, plus \$7 for a background check if one has not taken place in the last twelve months. These forms are available at Platteville City Hall or on www.platteville.org, the City’s website. Please complete the application and auxiliary questionnaire, at the very least, **one month before the event**.

Indemnification:

Whether alcohol is sold at the event or served free of charge, the City of Platteville assumes no responsibility or liability. Further, Renter agrees to indemnify, defend, and hold harmless the City of Platteville from all demands, claims, suits, actions, or liability resulting from injuries or death to any person, or from loss of or damage to personal property, arising from or related to such sale or service of alcohol or to consumption thereof by any person at the event.

Any additional questions regarding alcohol and licenses should be directed to the Platteville City Clerk, 608-348-1823.

11. No Liability: The City of Platteville is not responsible, and shall not be liable, for damages to, or loss of, personal property of Renter or another person or entity – including without limitation, Renter’s guests, invitees, contractors, caterers, entertainers and vendors – brought to or left in or about the Center, whether before, during or after the event. Likewise, the City of Platteville shall not be liable for personal injury to, or the death of, Renter or any such person caused or occasioned by, or related to, the condition of the Center or its facilities or Renters use or occupancy of the Center or its facilities, or arising from the conduct of Renter or any other such person.
12. Food and Beverage: Renter may employ a caterer of Renter’s choice. Alternatively, and subject to Item 10 of these Policies concerning the sale or service of alcoholic beverages, Renter may provide food and beverages, but in either event, the City of Platteville assumes no responsibility for the quality of food and beverages or for adverse effects of any kind arising from their consumption, and Renter and/or its caterer shall bear all such responsibility.

13. Decorations: No decorations may be affixed to any part of the Center – including on the walls, folding wall, light fixtures, doors, or fire sprinklers. Use of confetti is not allowed in the Broske Center including inside of balloons. ONLY battery-operated candles are allowed. No fire, pyrotechnics, or smoke machines are allowed in the Broske Center.
14. Entertainment: Bands or DJs are permitted and will need to provide their own equipment and speakers. Any special requirements necessary for the band's or DJ's sound or light system must be brought to the attention of the City of Platteville no later than 14 days prior to the date of the event, and the City of Platteville reserves the right to assess an additional charge to cover the cost of such requirements. It is the Renter's responsibility to inform their contracted Band or DJ that all music must be turned down by 10:30 pm to comply with City Ordinance 41.04.
15. Special Requests: It shall be understood that all requests of the City of Platteville regarding the event must be communicated no later than 14 days before the event. City of Platteville staff will not be available to respond during the weekend.
16. Cancellations: If Renter cancels the event, for any reason whatever, payment, which is non-refundable, will not be returned. However, if desired, Renter may transfer to an alternative available date, which date may be no later than one year after the originally scheduled date. Cancellation or change of date must be in writing.
17. No Pets or Animals: Except for service dogs, no pets or animals of any kind are allowed in or about the Center or in Legion Park, per Municipal Code 6.02.05
18. Unforeseen Circumstances: The City of Platteville shall not be liable for failure to perform due to any unforeseen circumstance or circumstance beyond its control, including without limitation, fire, flood, storm, strike, riot, acts of governmental authority, failure of utility services, unavailability of food or beverages, damage to the facility, or any other event or occurrence commonly referred to as "an act of God".
19. Indemnification: Renter agrees to indemnify, defend and hold harmless the City of Platteville from all demands, claims, suits, actions, or liability resulting from injuries or death to any person, or from loss of or damage to personal property, arising from or related to Renter's use or occupancy

of the Center or its facilities, or from the conduct of Renter or other persons, including without limitation, Renter' s guests, invitees, contractors, caterers, entertainers, and vendors.

20. Attachments:

- a. Broske Center Cleaning Checklist (copies provided at the Center)
- b. Broske Center Layout

Located on wall by entrances:

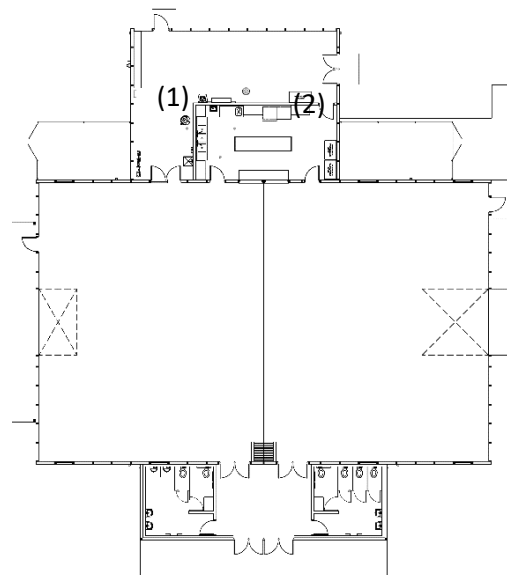
- AED
- Hex key to unlock additional doors

Broske Center: Cleaning Checklist

Renters of the Broske Center are responsible for cleaning the facility after their event. If the facility is not left in good condition the City of Platteville will have the facility cleaned at a rate of \$100 for the first hour and \$50 each additional hour. Vacuum, brooms, and mop are stored in the back area. (1) Extra garbage bags can be found in the kitchen on the shelving unit (2), or on the cleaning cart in unit (1). A cleaning checklist is included in binders on the kitchen counter.

Event Hall

- Wipe down tables and chairs
- Fold and place all tables and chairs on the racks in the corner of the hall. **PLEASE DO NOT PLACE TABLES AND CHAIRS IN BACK ROOM.** The next renter may not be able to access them.
- Sweep the epoxy floor
- Vacuum the rugs
- If there are spills, stains, or dirt that will not come up by sweeping, please mop
- Remove any decorations
- Empty all garbage cans
 - Full bags can be placed in the dumpster on the Northeast side.
 - Place new bags in the garbage cans
- Lights are on a motion sensor and will shut down automatically
- Turn off the ceiling fan
- Make sure all doors, including the garage doors are closed and locked.



Bathrooms

- Clean any excessive messes

Kitchen

- Wipe down all surfaces: counters, prep tables, sinks, grill, and griddle
- Sweep the epoxy floor
- If there are spills, stains, or dirt that will not come up by sweeping, please mop
- Remove all food items from the refrigerators
- Empty all garbage cans (Full bags can be placed in the dumpster on the Northeast side.)
 - Place new bags in the garbage cans

Kitchen

- A. Sink
- B. Prep counter and service windows
- C. Grill and griddle
- D. Large two-door refrigerator
- E. Freezer
- F. Janitor sink / mop & bucket / broom



Place filled garbage bags in bins located by shed. Extra garbage bags can be found in the kitchen, on the shelving unit next to the refrigerator. Container is marked garbage bags

Tables and Chairs should be wiped down, placed on the storage carts and returned to the designated area.

3 carts of chairs
3 carts of tables
per hall

Covered Patio

**WEST:
Reeves Hall**
holds 150 guests

**EAST:
Brodbeck Hall**
holds 150 guests

Not Included in rental: table linens

Electronic doors:

Interior Hall doors will unlock at set times. Exterior doors open during park hours to allow access to the public restrooms.



Broske Center Rental Details

