



City Hall Facility Rental Form

75 N. Bonson Street • Platteville, WI 53818
www.platteville.org • (608) 348-9741

Date: _____

Person or Organization: _____

Responsible Applicant: _____

Email: _____ Phone: _____

Date(s) Facility is desired: _____

Time: (access to facilities): _____

Performance Time(s): (if applicable) _____

Is this a Non-Profit Organization: Yes No Will tickets be sold at your event? Yes No
If you answered yes to either of these questions, please fill out WI Form S-211 and/or S-211-SST.

Auditorium

General: \$150 per day _____

Non-Profit: \$75 per day _____

Rehearsal: \$40 per day _____

Damage Deposit: \$100 _____

Performance Package: \$900 _____

Includes one month (4-weeks) of unlimited rehearsals and a weekend of performances plus the use of the lights and sound box. There will be a charge for an additional weekend of performances.

Additional Charges:

Lights & Sound Box Usage: \$50

Lights & Sound Damage Deposit: \$100

Custodial Fee: \$25 per hour, four hours minimum \$100

Included for all events with food & drinks, waived only if applicant can show that they will have adequate help to thoroughly clean facilities after event. We reserve the right to charge this fee after event if facilities are not cleaned.

Total Cost: \$ _____

Acceptance of Policies & Procedures

I have read and understand the information contained on this form which outlines my responsibilities as the responsible applicant. I have received a copy of the Platteville Municipal Auditorium End of Event Checklist and will complete all checklist items applicable to my event. I do hereby agree to abide by these policies and any and all applicable City ordinances.

Applicant's Signature: _____ Date: _____

Please indicate name and address to whom the damage deposit refund should be paid to:

Name: _____ Address: _____

Office Use Only	
Payment Received:	Community Calendar:
Damage Deposit returned:	Facility Booked:

Cancellations with more than 2 weeks' notice, all but 10% of deposit will be returned.
Less than 2 weeks, 25% of total cost will be withheld.

Note: Rates are currently under review and subject to change upon Common Council review and approval.
Updated: 12/20/2021 with 2022 fees. Fees not in effect until Jan 1, 2022

PLATTEVILLE MUNICIPAL AUDITORIUM

END OF EVENT CHECKLIST

Thank you for choosing to use the Platteville Municipal Auditorium for your event. Please utilize this checklist to ensure that the auditorium is safely closed down and ready for the next event.

Before Event:

- Fill out rental form for Auditorium, pay fee and damage deposit. Form can be obtained by emailing recreation@platteville.org or visiting the Park & Recreation office. Please include date of requested use to confirm Auditorium availability. Please note: The Auditorium does not have air conditioning.
- There will be at least a \$100 cleaning fee charged for all events serving food or drinks.
- Contact Parks & Recreation office to obtain key to Bonson Street side entrance. Do not prop open exterior doors with bricks or other items. Please use attached door stops.
- Label all equipment your group will be bringing into auditorium to ensure it leaves with you.
- Benches, chairs and other property belonging to the City (including permanent items such as the floor) shall not be used as supports for painting of items.
- Do not lower battens above stage unless you have permission from City Staff to do so.
- If you intend to serve Liquor at your event, please contact the City Clerk, cityclerk@platteville.org, at least 2 months in advance to submit permit and obtain approval from the Platteville Common Council.
- If use of light/sound box is needed, check out set of keys from Parks & Recreation office. If you have not used this equipment before, city staff would be happy to walk you through details. You will be responsible for providing a person to run lights & sound for your event.
- If hosting a community event, please submit details of event to the Community Calendar on the City of Platteville's website.

During Event:

- All exits, extinguishers & fire hoses shall be kept unobstructed.
- The caged area containing the electrical controls for the lighting is to be kept free and unobstructed of all materials and items.
- Restroom supplies are kept in the Janitor's closet by the women's restrooms. If supplies run low/out during your event, please contact Building Maintenance.

After Event:

- Walk through all Auditorium seating (lower level) and remove any trash or food.
- Walk through Balcony seating (if used) and remove all trash and food.

Checklist continues on back....

Please direct any questions or concerns to:

Shannon Butson, Building Maintenance Specialist: 608/778-3546 butsons@platteville.org

Updated: 11/3/2023

PLATTEVILLE MUNICIPAL AUDITORIUM

END OF EVENT CHECKLIST

Light/Sound Box

- Ensure all of your equipment is removed.
- Turn off all lights on light control board, and turn off power strip underneath counter.
- During rehearsals, if use of auditorium overlaps with another group, please be respectful of any notes or marking that are in use in the sound and lights control box. After your event, please remove any such notes you have used.
- Lock door and return light/sound box keys to Parks & Rec office.

Basement/Dressing Room

- Clear out dressing rooms on both sides.
- Double check all lights are off
- Confirm all exterior doors are shut and secure. Three doors exit to 4th street; fourth door to Bonson
 - Door #1 – Back of Auditorium. (Emergency Exit - will lock automatically if shut firmly.)
 - Door #2 – Front of Auditorium, left “loading dock”. (Emergency Exit)
 - Door #3 – directly off stage right. (Emergency Exit)
 - Door #4 – Actor’s Entrance. Must be manually locked.
- Confirm Auditorium entrance doors are shut; **both first floor and balcony entrances. These are fire doors and must be shut firmly every night.**
- Return all Garbage/Recycling containers to original locations.
- Check stage wings to ensure all props, equipment, set, and personal items have been removed.
- Confirm that all set pieces have been removed from stage battens.
- Anything no longer needed or wanted by the group should be placed in one area and make the maintenance personnel aware of it. The City Hall maintenance personnel will dispose of the items.
- Please return keys within 24 hours of event to the Parks & Recreation office. If City Hall offices are closed, deposit them in the drop box outside the Bonson Street Entrance.

Groups must provide at least 72 hours’ notice of cancellation of their booking. Contract changes/cancellations will only be accepted from the individual originally booking the facility. Your group must assume responsibility for providing adequate supervision, facility cleanliness and general order while using the facility. Damage and destruction of the property in the Municipal Auditorium will result in repair and/or replacement fees billed directly to you. You are responsible for your group and/or parties’ actions and conduct during your reservation. Your current and future reservation requests may be cancelled if the following should occur: fighting, unseemly conduct, health violations, abuse of staff or property, or failure to remit payment.

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