

ROOM RENTAL AGREEMENT - MADISON LABOR TEMPLE ASSOCIATION

The undersigned does hereby lease the room(s) and facilities of the Madison Labor Temple Association on the terms and conditions set forth below:

Date of Function: _____ Start Time of Function : _____

Type of Function: _____ End Time of Function : _____

Room(s) Reserved: _____ Size of Group: _____

Total Rental Charge w/ refundable Deposit: \$ _____ Alcohol: ___Yes ___No
(This will be paid before event) DJ/Band: ___Yes ___No

AFFILIATION (UNION SPONSOR): _____
Print Name and Local Union Name

Signature of Sponsor: _____ Title: _____

Phone #: _____

MLTA POLICY ON RENTALS:

1. ANY LABOR ORGANIZATION CAN RENT MEETING SPACE
2. INDIVIDUAL UNION MEMBERS CAN RENT MEETING SPACE THROUGH THEIR LOCAL UNIONS
3. NON-PROFIT GROUPS CAN RENT MEETING SPACE IF SPONSORED BY A LABOR ORGANIZATION
4. ALL RENTERS MUST ABIDE BY THE MLTA RENTAL AGREEMENT

Instructions for room(s) set up are to be given to the custodian at least one (1) week prior to the function. Permission must be obtained before using any special equipment inside the Labor Temple, or outside on the premises. The undersigned agrees that any damages to the property of the Madison Labor Temple, which is incurred by them, shall be repaired to the satisfaction of the Madison Labor Temple at the expense of the undersigned. The sponsoring Union will be held liable for any bills or damages not paid for by the undersigned.

In the event that the Lessee uses the kitchen facilities of the MLTA for the preparation of food for an event, Lessee acknowledges that the MLTA makes no representation concerning the use, safety, or maintenance of kitchen equipment and facilities. Further, in the event that any person is injured while engaged in the preparation of food for the Lessee's event or by food prepared for the Lessee's event, Lessee agrees to indemnify and hold the MLTA harmless for all claims of any kind arising out of Lessee's use of the MLTA kitchen facilities.

The Lessee may provide their own beverages, including alcohol, and agrees to indemnify and hold the MLTA harmless for all claims arising out of the Lessee's use of the MLTA hall and the Lessee's provision of beverages and alcohol. The Lessee shall not charge for admission and shall not charge for beverages consumed on MLTA property. The Lessee shall provide for direct supervision of children. The Lessee shall end the party/event by Midnight.

The undersigned agrees to abide by the State of Wisconsin Health Department policy that any food brought on the premises needs to be prepared by a licensed food preparation facility or person. Arrangements must be made with the Bar Manager at least two (2) weeks in advance regarding these purchases or any bar services requested. All barrels of beer ordered will have to be paid for ahead of time.

The Madison Labor Temple is not liable for any acts of negligence on the part of the lessee in the use of leased facilities.

INVOICE and DEPOSIT TO BE SENT TO:

Name: _____ Phone #: _____
(Please print)

Address: _____ Date signed: _____

Email Address: _____ Signature: _____