

**Agriculture & Energy Resource Center, Inc.**  
P.O. Box 69, Ashland, WI 54806  
[www.wisconsinaerc.org](http://www.wisconsinaerc.org)

*Local People Working for Local Food and Local Energy*



**MEETING HALL RENTAL CONTRACT**

Meeting hall reservations are on a first come first served basis and are secured by completing the contract and receipt of hall rental fees. To reserve the facility, you must complete the reservation information form and return this signed contract with rental fees made payable to: AERC, P.O. Box 69, Ashland, WI 54806. To check availability, please review the Events Calendar on the AERC website at [www.wisconsinaerc.org](http://www.wisconsinaerc.org) or call Sarah Martinez at 715-765-4783.

**HALL USE RULES**

1. AERC does not provide trash disposal services. All users must be prepared to remove their own trash when leaving the hall. Trash disposal services can be arranged by advance payment of an additional \$10 fee.
2. Please turn off all lights and reset the meeting hall thermostat to 54 degrees when leaving.
3. Please clean the kitchen and any kitchen items before leaving.
4. No smoking is allowed inside the meeting hall.
5. No animals other than service animals are allowed inside the meeting hall.
6. No alcohol service is permitted except by advance permission of AERC and subject to lessee's procurement of all necessary permits or licenses.
7. The lessee is responsible for any equipment needed for the event and will ensure that equipment does not overload the electrical system. The lessee is responsible for removing any such equipment and agrees to assume sole liability for any damage or loss to equipment not removed from the hall at the end of the lessee's event.
8. The lessee agrees to be responsible for any loss or damage to meeting hall equipment or property resulting or arising from lessee's use of the property and to reimburse AERC for the cost of replacement or repair.

9. All tables and chairs must be returned to their original general configuration and location at the end of lessee's event.
10. Participants must park in the lot directly in front of the meeting hall or in the grass parking area east of the meeting hall and west of the dairy barn. Please do not block access by residential tenants.

**INDEMNIFICATION:** THE LESSEE AGREES TO INDEMNIFY AND HOLD HARMLESS AERC AND AERC'S AGENTS OR EMPLOYEES AND ASHLAND AND BAYFIELD COUNTIES AND THEIR AGENTS AND EMPLOYEES FOR ANY INJURY TO PERSON OR PROPERTY, INCLUDING DEATH, OR ANY OTHER CLAIM FOR DAMAGES INCLUDING, BUT NOT LIMITED TO, SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING FROM THE USE OF THE PREMISES OR ANY OTHER PORTION OF THE ASHLAND AGRICULTURAL RESEARCH CENTER GROUNDS, BUILDINGS, FACILITIES, OR EQUIPMENT BY TENANT OR TENANT'S AGENTS, EMPLOYEES, OR INVITEES UNLESS SUCH INJURY OR CLAIM ARISES FROM GROSS NEGLIGENCE OR FAILURE TO WARN OF A KNOWN HAZARD BY AERC OR AERC'S AGENTS OR EMPLOYEES OR BY THE COUNTIES OR THEIR AGENTS OR EMPLOYEES.

**INSURANCE:** Any users whose activities fit into one of the following categories will be required to provide proof of insurance in the amount of no less than \$500,000 naming AERC and Ashland and Bayfield counties as additional insureds.

1. Any activity involving food preparation on Research Station grounds.
2. Dances, dance instruction, and athletic activities.
3. Any activity involving service or consumption of alcohol.
4. Any activity involving horses, livestock, or domestic or exotic animals.
5. Any activity involving the use of power tools or motorized equipment.
6. Any activity where the participants pay an entrance fee.

**RENTAL FEE:** The hall rental fee is \$35 for a half day (up to 4 hours) and \$60 for a full day rental.

#### **EVENT INFORMATION**

*Date of Event:* \_\_\_\_\_ *Time of Event:* From \_\_\_\_\_ until \_\_\_\_\_

*Description of Event:* \_\_\_\_\_

*Contact Person:* \_\_\_\_\_ *Contact Phone #:* \_\_\_\_\_

*Contact Email:* \_\_\_\_\_

*Sponsoring Organization:* \_\_\_\_\_

BY SIGNING THIS CONTRACT, YOU ARE AGREEING TO THE RULES AND TERMS OF THIS CONTRACT AND YOU ARE AGREEING TO WAIVE OR RELEASE CERTAIN LEGAL RIGHTS. IF YOU DO NOT UNDERSTAND THE CONTRACT OR THE LEGAL RIGHTS AFFECTED BY THIS CONTRACT, YOU SHOULD SEEK THE ADVICE OF AN ATTORNEY. IF YOU ARE ENTERING THIS CONTRACT ON BEHALF OF AN ORGANIZATION, YOUR SIGNATURE REPRESENTS THAT YOU ARE LEGALLY AUTHORIZED TO ACT ON BEHALF OF THE ORGANIZATION AND YOU ASSUME ALL RESPONSIBILITY OR LIABILITY ARISING FROM THAT REPRESENTATION.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone Number (if different from contact listed above): \_\_\_\_\_