



Lac Lawrann Rental Information

Maurin Center and Barn Wedding Package

This package must be used if you are having a wedding.

Friday, Saturday and Sunday – 9:00am until 11:00pm

Fee: \$2,600 for entire weekend (No exceptions) *(subject to state sales tax)*

Refundable Deposit: \$500

Total Capacity: 230

Three day package (usually Friday, Saturday and Sunday) from 9am to 11pm daily. Package includes use of the beautiful new air conditioned Maurin Center with kitchen, indoor restroom facilities, remodeled barn with small movable stage, tables and chairs in both buildings, 90" flat screen TV and A/V equipment in Maurin Center, sound permit, and parking lot.

Wedding & Special Event Rental Details:

Weddings and other special events may be booked up to 18 months in advance. Booking more than 18 months in advance is an additional \$500 non-refundable fee. Table/Chair set up is not included.

Tables and chairs to seat 80 in Maurin Center.

Tables and chairs to seat 150 in Barn

Tables and chairs are NOT to be used outdoors

Linens are not included

Available upon request:

- Barn floor plan layout
- Site plan for safe tent placement
 - Tent permit is additional \$30 for under 800 sq. ft.
 - Contact Fire Dept for any structures over 800 sq ft.
- Photos of facility decorated at previous rentals

- Lac Lawrann Conservancy staff will be happy to meet with you and walk through the buildings before you book your rental. This is strongly recommended so that you can view the buildings and ask questions pertaining to your plans for the building use. Staff will be able to provide a tour after office hours or on a weekend.

Deposit:

Rental deposit fee is due ***within two weeks*** of booking the date of rental.

Fees:

Total amount of rental fee and sales tax is due in full six months prior rental date.

Cancellation policy:

Event is cancelled after deposit is paid, but before rental balance is paid:

Deposit fee is NOT returned.

Event is cancelled **91 or more days** than the scheduled rental date:

Deposit is refunded at 100%

Rental fee is refunded at 25%

Event is cancelled **90 or fewer days** than the scheduled rental date:

Deposit amount is refunded at 100%

Rental fee is not refunded under any circumstance.

All rental procedures shall be followed by renter. Building(s) should be left in satisfactory condition after rental. Building(s) not left in satisfactory condition will result in some or all of the deposit amount being withheld. For example, if it is found that the renter used the buildings outside of the hours agreed to in the original rental agreement, buildings are not left in satisfactory condition, or keys are not returned to office, some or all of deposit funds will be retained by the Department.

For more info or to make a reservation, please contact the Parks, Recreation & Forestry office at 262-335-5080. To view availability, please go to www.ci.west-bend.wi.us, click on "On-line Facility Reservation" and then "Search Rental Facilities" LLC Wedding.

General Rental Information and Procedures

Maurin Center and Barn

Please see additional information specific to the Maurin Center and the Barn on page four.

- Key to building(s) may be picked up the day before the rental from the West Bend Park, Rec & Forestry office located inside City Hall, 1115 S. Main St, 8:00am – 4:30pm. Key(s) must be returned the Monday following rental unless other arrangements have been made with office staff. You may also use the after-hours drop box at the entrance of City Hall. Place key in envelope and mark with your name, the date, and the facility rented.
- Parking of vehicles is limited to the 42 stall paved parking lot. You may use the gravel drive to move a vehicle close to the building to load/unload, but it must be moved to the parking lot during rental. **No vehicles allowed on asphalt pathway.**
- Nails, screws, and tacks **must not** be used on any walls or posts to hang decorations in the Maurin Center or the Barn.
- No open flames, (ie. candles or Sterno Can for chafing dish), glitter, bubble machines or helium balloons are allowed in the building(s).
- There must be no cash alcohol sales during your event. Additional permit is not required for simply serving alcohol to your guests.
- Lac Lawrann Conservancy is a City of West Bend Park and is open to the public daily. Please note that the trails are open for public use during your rental. If you would like to provide your guests with trail maps, please let us know in advance so that we can have them available for you when you pick up your facility key.
- The fire pit is **not** to be used by renters or the general public at any time.
- Trash and recycling must be removed from the building after rental and placed in the outdoor containers provided.
- Please follow all cleaning requirements at the end of your rental (see Section III of Park & Rec Policy Code in the Facility Rental Packet). Building(s) not left in satisfactory condition will result in some or all deposit amount being withheld. For example, if it is found that the renter used the buildings outside of the hours of agreed to in the original rental agreement, buildings are not left in satisfactory condition, equipment is misused, or keys are not returned to office, some or all of deposit funds will be retained by the Department.
- If you have an **emergency** during your rental, please call West Bend Police Dept. non-emergency number 262-335-5000.

Specific Information -- Maurin Center

- To keep the front door open, insert key into the box on the right side wall in the foyer, turn until the light turns green. At the end of rental, turn key to the left to lock door, green light will go off.
- Maurin Center is a “green” construction heated/cooled by a geothermal system. When doors are propped open by renters to load and unload supplies, it takes the system at least an hour to begin to compensate for lost heat/cool air in the building.
- Tables and chairs provided for your use include 80 padded chairs, 20 – 30” by 60” tables, and eight 18” by 60” tables. Tables and chairs must stay inside the building.
- There is no stove in the building. A refrigerator and microwave are available; dishwasher should not be used. Kitchen should NOT be used to deep fry foods.
- No open flames. (ie. candles or Sterno Can for chafing dish).
- Trash and recycling receptacles are provided in the Maurin Center and are each lined with one bag. Bring additional bag liners with you.
- Basement area is not accessible for renters.
- **Audio Visual** equipment is included with the three day wedding package. Equipment includes a 90” screen TV, receiver, DVD player, microphone. Key for the AV cabinets, HDMI/AVG w/audio cables, Wi-Fi password and instructions and can be picked up at the same time as the building key. Please follow all provided printed information concerning proper use of AV equipment. All equipment must be left in good order with key, cables, and binder with printed instructions returned to office for return of deposit.
 - Mac/Apple users, please provide your own compatible cables.

Specific Information -- Barn

- Barn is not heated or air conditioned. Fans may be used for air circulation. No portable heaters of any kind are allowed in the barn.
- All tables and chairs must stay inside the building. There are 17 round 60” tables and five rectangular 8’ tables and 150 chairs.
- Nature display cases inside the Barn must not be moved. You may wish to drape them if they do not fit with your event décor. Picnic tables may be moved outside.
- There is no water supply in the Barn.
- No open flames (ie. candles or Sterno Can for chafing dish).