

City of Eagle River

Community Square Building Reservation Contract

"The Square is a central community hub and green space in downtown Eagle River"

Location: 229 E. Wall St. Today's Date: _____

I/We agree to the following terms for use of the Community "Square":

Reserver Responsibilities

- Responsible for all damages and missing items (including those exceeding the \$100 deposit).
- Ensure proper use of the facility and remove all brought in items after the event.
- Secure building after use and return keys within 48 hours.
- The City of Eagle River is not responsible for any property left on the premises.
- A current \$1,000,000 certificate of liability insurance must be on file with the City Clerk prior to the event.

Alcohol, Smoking & Legal Requirements

- Alcohol service must follow Wisconsin Law; a Temporary Liquor License is required if alcohol is served.
- Smoking is not allowed in enclosed public spaces.

Facility Use Rules

- The building may be reserved only by nonprofits/organizations that provide community events open to the public as approved by City Council.
- Kitchen keys available from the City Clerk with ID/signature.
- Cleaning required: disinfect surfaces, sweep floors, wipe kitchen equipment, put items away, remove all food.
- All garbage/recycling must be removed, replace bags.
- No grill usage on the artificial turf and no equipment that may damage the artificial turf allowed.

Fees & Liability

- \$100 refundable deposit required to reserve date and cover damages/cleaning; refunded after satisfactory inspection and key return.
- Special accommodation may be approved case-by-case and may require additional fees.
- Renter assumes all liability and agrees to hold the City of Eagle River harmless from any claims arising from the event.

Contact Eagle River City Hall • 715-479-8682 ext. 224

Renter Information (Please Print)

Contact Name: _____ Organization: _____

Address: _____

Contact Phone: _____ Contact Email: _____

Event Type: _____ Date(s): _____

Time Frame (All events are to end by 9:00PM) _____

By signing this agreement, all liability is assumed by signer for the event. The City of Eagle River is to be held harmless for any and all liability.

Signature: _____ Date: _____

Office Use Only

Amount Paid: _____ Check #: _____

Notes: _____

Cleaning Inspection Date: _____

Keys Returned _____

Deposit Returned

_____ Form Release

Date: 1-8-2026