



Prairie Smoke Terrace – Rental Terms & Conditions

"County" refers to full-time staff employed by the Parks and Recreation Division of the Land Resources and Environment Department of Sauk County. Permitted rental dates and times stated in the Terms and Conditions may be altered with prior approval from the County.

Part 1: Fees, Security Deposits & Policies

- 1. Reservations / Rental Agreement:** Reservations are required to use the Sauk County Prairie Smoke Terrace building and grounds. The Terrace is available to rent seven (7) days a week, although it will not be available for rental purposes on major holidays, major holiday weekends, and Friday nights Memorial Day through Labor Day. Reservations can be made one (1) year in advance and are on a first-come, first-served basis. At the time of reservation, the County requires:

- Rental Agreement received at least twenty-one (21) days prior to event date
- Rental Agreement signed by Lessee
- Payment in full of rental fees and security deposit

A signed Rental Agreement is required to use the Sauk County Prairie Smoke Terrace building and grounds. Use of the Terrace building or grounds without a signed Rental Agreement is prohibited, unless otherwise approved by the County.

- 2. Fees:** Payments shall be cash, check, money order or certified check, with checks, money orders and certified checks payable to Sauk County LRE Department - Parks. Only one payment including the rental fee(s) and security deposit is required. The County will provide a receipt for all payments. Sales tax is included in pricing.

2.1. Exemptions: Sauk County government departments and entities are exempt from all rental fees and deposits. Other state or local government entities and school districts may apply to the County for a fee and deposit exemption. Exempt entities may rent the Prairie Smoke Terrace Monday through Thursday from 8:30 AM to 4:00 PM. It is not available for use Friday through Sunday.

2.2. Daily Rental: The daily rental fee is **\$50** per hour, with a minimum of four (4) hours. Full payment and a **\$300** security deposit is required for daily rental reservation. Daily rental times include:

- Sunday through Saturday: 10:00 AM to 10:00 PM



2.3. 3-Day Package: The 3-Day Package is **\$800**. Full payment, in-person consultation with the County and a **\$500** security deposit is required for a 3-Day Package reservation. The 3-Day Package rental times include:

- Day 1: 8:00 AM to 12:00 noon
- Day 2: 8:00 AM to 11:00 PM
- Day 3: 8:00 AM to 12:00 noon

2.4. Outdoor Event Space: Lessee may utilize the outdoor event space, located south of the Prairie Smoke Terrace. Use of the outdoor event space requires rental of the Terrace, a **\$50** fee and prior approval of the County. Please see Part 4 – Prairie Smoke Terrace Map for outdoor event space location.

2.5. Parking: All vehicles parked in White Mound County Park must have a Sauk County Park Entrance pass. This includes either a Sauk County Annual Pass or a Sauk County Daily Pass. Entrance passes can be purchased at the main office.

A Terrace reservation includes twenty-five (25) Sauk County Daily Passes and will be available in the kitchen on the day of event. Lessee is solely responsible for distributing entrance passes to guests/invitees. It is recommended that Lessee should designate one adult guest or helper to distribute entrance passes to guests as they arrive.

An additional twenty-five (25) Sauk County Daily Passes can be purchased at a discounted rate of **\$75**. Any Sauk County Daily Passes above and beyond the discounted additional twenty-five (25) revert to the original fee of **\$5** per pass.

All motorized vehicles, including buses, limousines, etc. must be legally parked, and may not park on the grass. Parking stalls may not be reserved. Due to limited parking areas, carpooling is strongly encouraged. Please see Part 4 – Prairie Smoke Terrace Map for parking lot locations and parking stall quantity.

Golf carts and similar motorized vehicles are prohibited in White Mound County Park.

2.6. Tents: Tent(s) may be setup in a specific area south of the Terrace. No tent(s) shall be setup without rental of the Terrace. Stakes are prohibited from being installed into the pavement. Electricity is available near the tent area with four (4) twenty-amp outlets. Installation of any tent larger than ten feet by ten feet (10' x 10') requires rental of the 3-Day Package, rental of the outdoor event space, a **\$50** fee, and prior approval of the County. Tent size may not exceed forty (40') feet by one-hundred twenty (120') feet. Prior to event date, Lessee shall contact Digger's Hotline for tent setup. Additionally, Lessee



shall request that only flags be used when marking. Tents may only be setup one (1) day prior to Day 1 of rental and must be removed no later than one (1) day after Day 3 of rental. Tent setup or removal must not occur during or after weather periods including rain, frost, etc., contact County for clarification. A time extension to remove tents may be granted and/or required, in the sole discretion of Sauk County, based on inclement weather. Motorized equipment used for tent setup and removal must receive prior approval from the County.

3. Security Deposits & Damages: Lessee, including entities exempt from rental fees and deposits, shall be responsible for all costs incurred by Sauk County for damages. Lessee's security deposit shall be forfeited if:

- Terrace building and grounds are not cleaned
- Lessee starts setting up before the reservation time
- Lessee stays past the reservation time
- Lessee and/or Lessee's guests/invitees are locked out of the Terrace
- Terrace building, grounds, fixtures or facilities are damaged
- Signs, decorations, etc. are not removed
- Animal waste is not removed
- Tables or chairs are not returned to storage room
- Keys are not returned or is lost
- Doors and windows are not locked
- Equipment is not returned to original location
- Lessee, Lessee's guests/invitees and vendors drive vehicles on the paved path or grass to the building without prior approval – see Part 4 – Prairie Smoke Terrace Map for paved path location

The full or partial security deposit will be returned to the address listed on the signed Rental Agreement, within forty-five (45) days after event date.

A SECURITY DEPOSIT FORFEITURE SHALL NOT BAR OR LIMIT ANY RIGHT OF THE COUNTY TO SEEK ADDITIONAL RECOVERY FROM LESSEE OR ITS GUESTS, ATTENDEES AND/OR INVITEES FOR ANY DAMAGES OR COSTS NOT COVERED BY THE SECURITY DEPOSIT.

4. Cancellation Policy: In the event that Lessee cancels the event, Lessee should notify the County immediately in writing or by email. Applicable rental fees and security deposit fees will be returned to the address listed on the signed Rental Agreement, within forty-five (45) days of cancellation confirmation date by the County. Cancellation will result in the following forfeitures:



- Cancellation twenty-one (21) days or more prior to the event: 50% of rental fee returned
- Cancellation fewer than twenty-one (21) days prior to the event: no rental fee returned

5. Rebooking Policy: In the event that Lessee rebooks the event, Lessee should notify the County immediately in writing or by email. A rebooking can only occur twenty-one (21) days prior to the event. There is a **\$5.50** rebooking fee.

Part 2: Event Logistics

6. Access: Depending on the rental period, the office may or may not be staffed. Keys will be given to Lessee for access to the Terrace regardless of staffing and must be picked up from the White Mound County Park office no earlier than the Monday prior to the event. Contact the County to arrange pickup.

Lessee may not use the keys to access the building until the start of the rental period time. The keys must be placed in the kitchen at the end of the rental period.

7. Alcoholic Beverages: Lessee shall provide a licensed bartender to serve any alcoholic beverage to guests/invitees. Lessee shall not permit the sale of alcoholic beverages in the Terrace building or on Terrace grounds. Lessee shall not permit any guest/invitee/attendee under the age of twenty-one (21) to consume any alcoholic beverage even if the person is accompanied by a parent or guardian. Guests/invitees are permitted to bring alcoholic beverages to the Terrace.

8. Clean-up: Lessee is responsible for the following cleaning tasks:

- Empty all garbage/recyclable cans/bins
- Replace garbage/recyclable can/bin liners
- Sweep the Terrace, kitchen, hallway and bathrooms
- Mop the Terrace, kitchen, hallway and bathrooms
- Clean any equipment used
- Remove decorations and signs
- Clean up cigarette stubs, bottle caps, animal waste, etc.
- Remove all personal and rental property

The following cleaning supplies will be provided by the County:

- Bin/can and liners for garbage
- Bin/can and liners for recyclables



- Broom
- Dustpan
- Soap
- Washcloths
- Mop
- Bucket

Clean up of the Terrace includes the main event room, bathrooms, hallway, kitchen and storage room. Garbage can be deposited in the campground dumpster, located south of the campground entrance.

Lessee shall complete all required clean-up before the end of the reservation time and shall return the Terrace to its pre-rental cleanliness and condition. The security deposit shall be forfeited if the Terrace is not cleaned.

9. Decorations: Lessee may use decorations that are attached with drafting tape provided by the County. Lessee shall not use any other tape, nails, staples, glue, command strips, etc. to install decorations, equipment or any other items. Lessee shall not use or allow glitter, confetti, candles or smoke machines. Lessee shall not attach or hang any decoration to/from any tree in the Park. The security deposit shall be forfeited if any decorations are not removed.

10. Equipment: Lessee may use the Terrace building television screen for displaying photographs, videos, etc. and may use any or all of the equipment listed below if available and in working order, located in the Terrace storage room:

- (8) 5' round tables
- (3) 30" x 72" tables
- (3) 18" x 96" tables
- (1) 18" x 72" table
- (90) chairs
- (1) step stool
- (1) highchair
- (1) EZ-up tent
- (1) utility cart
- (1) hand truck
- (1) wheelchair
- (1) walker
- (1) podium
- (2) speakers
- (1) microphone



However, neither the tables nor the chairs shall be used outdoors and must be returned to the storage room.

Lessee may provide and use other temporary equipment including portable archways, backdrops, tables, and chairs if they have non-abrasive foot pads. Lessee shall not use any personal or third-party equipment without prior written approval of the County. Lessee may provide additional lighting if it is approved by the County.

Lessee is solely responsible for security and care of all equipment. Any equipment and appliances in the Terrace are offered as a courtesy and may or may not be available and/or in working condition. Personal and/or rental property is not allowed at the Terrace beyond the paid reservation timeframe.

- 11. Fires:** Lessee may use the outdoor fire ring and is solely responsible for providing firewood. Fire shall be confined to the fire ring and shall be fully extinguished upon departure. The County will remove ashes.

Lessee shall not use or attempt to use the woodstove. Use or attempt to use includes igniting, adding wood and adjusting the draft. There may be a fire in the woodstove, or the woodstove may still be warm from previous use during the rental period. Please use caution.

- 12. Kitchen:** Lessee may use the kitchen for minor meal preparation activities only, including use of the microwave, refrigerator and coffee makers, if available and in working order. Lessee shall not use the stove or oven located in the kitchen. Lessee may use the kitchen for minor meal prep activities only. Basic kitchen utensils are provided and must be cleaned and returned to the original location after use.

The County is solely empowered to determine whether an activity is or is not minor meal preparation.

- 13. Music:** Lessee may provide live or recorded music for an event. Music volume shall not unreasonably interfere with the use and enjoyment of the Park by other users. The County is solely empowered to determine whether music volume is reasonable and Lessee shall comply with all County directives to adjust music volume or cease playing music. Failure to comply with a music volume or cease playing music directive shall be a breach of the Rental Agreement and the County may order the Lessee and guests/invitees to leave the Park immediately.



- 14. On-Call Supervisor:** Depending on the rental period, the office may or may not be staffed. The County has a supervisor on-call throughout the year. Lessee may contact the on-call supervisor with questions when the office is not staffed. Contact information for the on-call supervisor can be found in the vestibule, kitchen and/or on the keys.
- 15. Set-up:** Lessee is solely responsible for set-up. However, prior County approval of table, chair, tent, live music, catering equipment, etc. placement is required.
- 16. Signs:** Lessee may utilize temporary signs to direct guests/invitees. Lessee shall not attach or hang any sign to/from any tree in the Park. Lessee shall remove all temporary signs placed in the Park by the end of the reservation period. The security deposit shall be forfeited if any temporary sign is not removed.
- 17. Vendors:** The County cannot accept products, services or deliveries on Lessee's behalf. All vendors shall meet with the County before setup. All vendor vehicles must have prior approval from the County to drive on the paved path or grass to the building – see Part 4 – Prairie Smoke Terrace Map for paved path location. Vendors must have a Sauk County Park Entrance pass, must be legally parked and may not park on the grass. Entrance passes can be purchased at the main office.

Part 3: Guidelines & Regulations

- 18. Accessibility:** The Terrace is accessible to persons with disabilities. One (1) walker and one (1) wheelchair are available.
- 19. Animals:** All animals are prohibited in the Terrace building except service animals that are reasonably necessary for a person to use the building. Service animals shall be under the immediate control of the person in need of service at all times. Licensed and vaccinated dogs are allowed outdoors on Terrace grounds if they are under the immediate control of an adult by a leash that shall not exceed six (6) feet in length at full extension. Lessee shall remove all animal waste from their event. The security deposit shall be forfeited if all event animal waste is not removed.
- 20. Capacity:** The maximum indoor capacity of the Terrace is sixty-four (64) people seated at tables. The maximum indoor capacity of people standing or seated classroom style is ninety-nine (99) people. Lessee agrees that they shall not exceed any room capacity as posted in the facility.



21. County Ordinances: Lessee and all guests/invitees shall comply with all applicable Sauk County ordinances, including the Sauk County Park Rules and Regulations, found in Chapter 10 of the Sauk County Code of Ordinances.

22. Fee or Donation Events: In order to preserve broad public access and use, no person or group may rent or use the Terrace more than once per year for any fee-to-attend or donation-solicitation event. Weddings, birthday parties, and similar gatherings are not donation-solicitation events.

23. General Use Standard: All Terrace uses shall be "suitable for supervised minor children." "Suitable for supervised minor children" means uses or activities that are generally recognized as acceptable in the company of children under the age of twelve (12) even though some adults may disapprove. The County reserves the right to cancel, without refund of reservation fees, an event that includes any proposed use or activity that is not "suitable for supervised children." The County, in its discretion, reserves the right to order a person or group engaged in a use or activity that is not "suitable for supervised children" to immediately stop and, if reasonably necessary to establish or preserve compliance with this standard, revoke, without refund of reservation fees, a Rental Agreement and order the Lessee and all guests/invitees to leave the Park.

24. Photographs & Videos: The County reserves the right to photograph or video event activities and use its photographs and video without compensation or consent of persons photographed or videoed to advertise, market or otherwise promote use of the Terrace.

25. Revocation and/or Removal: The County, in its discretion, may revoke any rental agreement for any violation of the Terms & Conditions, order the Lessee and all guests/invitees to leave White Mound County Park immediately, and seek law enforcement assistance for noncompliance.

The County, in its discretion, may order any person who, in the sole judgment of the County, violates any of the Terms & Conditions to leave White Mound County Park immediately and seek law enforcement assistance for noncompliance.

26. Sauk County Employees: Lessee must notify the County if they are an employee of Sauk County. The full or partial security deposit will be returned to Lessee through payroll within forty-five (45) days after event date. In the event of a cancellation, applicable rental fees and security deposit fees will be returned through Sauk County payroll within forty-five (45) days of cancellation confirmation date by the County. An Employee Reimbursement Form will be sent to Lessee to sign and return to the County. Any applicable rental fees and security deposit fees will not be taxed through the payroll process, and do not count towards income earned.



27. Smoking: Smoking is prohibited inside the Terrace building but allowed outdoors.

28. Weapons: All weapons are prohibited in the Terrace building. For purposes of this agreement, culinary knives, tools, and utensils are not weapons.

29. Wi-Fi: Wi-Fi is available in the Prairie Smoke Terrace. The network name and password can be found in the vestibule.

Part 4: Prairie Smoke Terrace Map

30. Location: Please see the map below for the location of the parking lots, paved path to the Prairie Smoke Terrace, the Prairie Smoke Terrace and the outdoor event space.

