

VILLAGE OF MOUNT HOREB
COMMUNITY CENTER RENTAL REQUEST FORM
 (NON-PROFIT)

Please submit this form via email to mhrec@mounthorebwi.info or to the Recreation Department located at 105 North Grove Street, Mount Horeb.

LOOKING TO RESERVE (circle one): UPPER LEVEL LOWER LEVEL

GROUP/ORGANIZATION: _____

EVENT NAME: _____ REQUESTOR NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

EVENT DATE: _____ TIME OF EVENT (start to finish): _____

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FEE: WEEKDAY USE = FREE WEEKEND USE = \$75.00/day

EXPECTED NUMBER OF ATTENDEES: _____

TERMS & CONDITIONS:

- 1) Users of the meeting room agree to reimburse the Village of Mount Horeb for any and all costs of repair or damage caused directly or indirectly to the room and/or facilities.
- 2) Users of the meeting room agree to return the key for the Community Center immediately after your event is complete. Lock the building door and make sure it is closed, then place the key in the Recreation Department drop box located outside near our front door.
- 3) As the meeting room is used on a continual basis, users must adhere strictly to the reservation time requested and are responsible for putting tables and chairs back the way they were found.
- 4) Food and non-alcoholic beverages may be served, but must be cleaned up and properly disposed of.
- 5) Users will not have Community Center keys copied.
- 6) If key is lost or stolen, user will be charged a \$100.00 rekeying fee.

By signature of this form, I agree to the terms and conditions listed above.

 SIGNATURE OF ADULT REPRESENTATIVE

 DATE

Rental Confirmation – Office Use Only			
Rental Fee \$	Payment: Cash Check Credit Card (V D M) (circle one) #:	Approved by:	Date: