



VILLAGE OF MOUNT HOREB

Community Center Rental Request Form

608.437.3400

PRIVATE USE RENTAL FORM

Please submit this form with cash or check to the Recreation Department (105 North Grove Street) or submit the form with credit card information (gray box below) to the Recreation Department or email to mhrec@mounthorebwi.info.

RENTAL DATE(S): _____ EVENT TYPE: _____

CHECK ONE: UPPER LEVEL LOWER LEVEL FEES: \$150R / \$170NR

RENTAL START TIME: _____ A.M. P.M. (Includes Entry & Set-Up Time)

RENTAL END TIME: _____ A.M. P.M. (Includes Clean-Up & Exit Time)

REPRESENTATIVE NAME: _____ NUMBER OF GUESTS: _____

ADDRESS: _____ CITY/ZIP _____

PHONE: _____ EMAIL: _____

CREDIT CARD INFORMATION (if applicable): VISA | MASTERCARD | DISCOVER

CARD NUMBER _____ EXP DATE _____ 3 DIGIT CODE _____

TERMS & CONDITIONS:

- 1) I agree to abide by all of the regulations and policies set forth for the use of the buildings and acknowledge overall supervision of and responsibility for this event.
- 2) I 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.
- 3) I agree to return the key for the Community Center immediately after the event. I will lock the building door, make sure it is closed, then place the key in the Recreation Department drop box located outside near our front door.
- 4) As the meeting room is used on a continual basis, I will adhere strictly to the reservation time I requested above and will put tables and chairs back the way they were found.
- 5) I am aware that food and non-alcoholic beverages may be served, but food may **NOT** be prepared on site and all food must be cleaned up and properly disposed of.
- 6) If key is lost or stolen, I understand that I will be charged a rekeying fee.

By signature of this form, I agree to the terms and conditions set forth by the Village of Mount Horeb.

SIGNATURE OF ADULT REPRESENTATIVE

DATE

Rental Confirmation – Office Use Only

Rental Fee \$	Payment: Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card (V <input type="checkbox"/> D <input type="checkbox"/> M) <input type="checkbox"/>	Approved by:	Date:
	(circle one) #:		