

ANNA FOLLETT MEMORIAL CENTER RENTAL INFORMATION

1. Use of room A with kitchen privileges \$50.00 per day
  2. Use of room B \$25.00 per day
  3. Use of room A & B with kitchen privileges \$75.00 (plus separate \$50.00 security deposit)
  4. Use of meeting room \$15.00
- 

Date & Time of Rental: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Total Amount: \_\_\_\_\_ Key # issued \_\_\_\_\_

- **Payment and completed form is required at time of receipt**
- **A Separate \$50.00 per day deposit is required for anyone renting both rooms A&B w/kitchen. Deposits will not be returned if facilities are damaged or left unclean beyond "normal wear and tear".**
- **A key for the building must be picked up from Clerk prior to the close of office hours. A \$5.00 deposit is required to ensure the key is returned. Your door key will NOT open the community rooms, so if you intend to set up early and lock the door, you will need an extra key. Please advise the clerk when the reservation is made. A \$25 fee will be charged for lost keys**
- **Renter is expected to do a superficial clean-up and remove all garbage to dumpster in back of building by parking lot. Please bring your own garbage bags.**
- **Food may not be prepared in the kitchen, only heated or stored**
- **Renter may only use area rented and restroom facilities**
- **The rental fee covers only the rental of the facility**
- **Parking is available behind the community center**
- **Renter is responsible for turning off lights, locking doors and making sure building is secure**
- **Maximum capacity of the building due to fire code is 150 people.**
- **Tables/chairs are available for up to 150 people. No additional tables/chairs may be brought in.**
- **Set up of tables and chairs will be your responsibility. Take down in Room B is required. Room A should be returned to format posted on door.**
- **A licensed bartender must be on duty if alcohol is to be served.**
- **Alcohol may be served, but not sold. The facility does not have a license that allows the sale of alcohol.**

Contact Village Clerk, phone (715) 228-2871, for further information or to make reservations.

I have read and agree to the conditions set forth above, and further agree that I will assume responsibility for any damages or losses which may occur during my rental period.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Address \_\_\_\_\_