

MILLTOWN COMMUNITY CENTER

Reservation and Rental Agreement

Please complete and return with deposit to:

Milltown Village Office
PO Box 485
89 Main Street West
Milltown, WI 54858

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____ PHONE NUMBER: Home _____ Other _____

RESERVATION DATE: _____ TYPE OF EVENT: _____

REQUEST BAR - please keep bar information below regarding reserving the bar*: (please circle) YES NO

PUBLIC OR PRIVATE EVENT - please see definitions below**: (please circle) PUBLIC PRIVATE

RATES: (please check one)

- _____ Small Meeting Room.....\$ 25.00
- _____ Meeting & Seminars.....\$ 125.00 + \$100.00 Damage Deposit
- _____ Personal parties (birthday, anniversary, memorial, etc.)...\$ 150.00 + \$100.00 Damage Deposit
- _____ Full Auditorium (weddings).....\$ 225.00 + \$100.00 Damage Deposit
- _____ Benefits.....\$ 50.00 + \$100.00 Damage Deposit

A damage deposit of \$100.00 is required to reserve the facility along with a completed rental agreement. The balance of the rental fee is due the week of the event. Keys for the community center can be picked up at the Milltown Village office Monday through Friday during business hours 8:00 a.m. to 4:30 p.m. A 24-hour drop box is available at the village office for returning the key.

DAMAGE DEPOSIT: The damage deposit of \$100 may be applied against any cost to repair or replace damage or loss caused by you or your guests. An inspection will be conducted by the cleaning personnel after your event. In the event any damage or loss is sustained to the Milltown Community Center, the damage deposit will be first applied against any cost or expense incurred and any remaining unpaid costs or expenses will be billed to you. This deposit may also be used to compensate for time used by the cleaning personnel. **Any unused portion of damage deposit will be returned.**

- Use of confetti is **NOT** allowed.
- ALL trash must be bagged and placed in trash area located outside the east side door of the community center.
- Tables and chairs must be put back in order. Any additional tables and chairs used from the storage shed need to be put back in the shed located out the south side door.
- Please take all items with you immediately following your event.
- Coffee pots are available for use in the kitchen.
- Maximum Capacity = 225 PEOPLE

PUBLIC: benefit or fundraiser, open to the public **PRIVATE:** closed - invite only (family and friends)

CANCELLATION: Written notice of cancellation needs to be received in our office three weeks prior to the event, and a full refund of damage deposit will be returned. If cancellation is less than three weeks, there will be no refund of damage deposit.

I have **READ, UNDERSTAND, and AGREE** to the terms of this agreement:

SIGNED: _____

DATE: _____

-----PLEASE CUT OFF & KEEP (contact Pat Hyden at time of filling out agreement!)-----

BAR INFORMATION-MUST BE MADE AT TIME OF RESERVATION

- Contact Pat Hyden at (715)553-0236 to make arrangements for bar services.
- Wedding events incur a bar fee of \$60.00; all other events \$40.00 (this fee does **NOT** include tips; **NO** refunds)
- Payable to: American Legion Post 254
210 Bering Street W
Milltown, WI 54858
- **PLEASE NOTE: All alcohol must be purchased at the Community Center. NO carry in. NO alcohol outside.**

Community Center Rental Clean-up Details

TABLES and CHAIRS:

- Additional tables and chairs are located in the shed out the south-side door of the dance floor area. We ask that you put all additional tables and chairs back in the shed after your event.
- Please put all tables and chairs within the Community Center back in the order that you found them. There are instructions/diagram hanging on the wall by the bar area. This includes any tables and chairs used from the small meeting room as well. There is a diagram in the meeting room as to how the tables and chairs are to be put back.
- Please wipe down all tables after your event. Be sure to remove any tape/decorations.

KITCHEN and TRASH:

- There are NO dish clothes/towels provided at the Community Center. PLEASE SUPPLY YOUR OWN.
- Please empty all trash bins and place bags inside garbage dumpster outside the east door. Additional bags are provided in the back room in the closets marked “Community Center cleaning supplies”.

EATING and DANCE FLOOR AREA:

- You DO NOT need to vacuum. We ask you pick up any ‘large’ items or droppings that will not vacuum up.

OUTSIDE:

- Please be sure to clean up any debris or decorations outside the Community Center.

We do ask that you clean-up and take all your items immediately after your event and NOT wait to return the next day. Rental of the Community Center is on a per-day basis only.

Keys can be returned to the Milltown Village Office after your event. There is a drop box located by the main entrance of the Village Office (89 Main Street West) for returning keys after business hours. Your damage deposit will be returned upon inspection of cleaning personnel. Checks will be mailed within two weeks after your event.

****Thank you for renting the Milltown Community Center for your event****

Public Event Guidelines

If you are having a public event and serving food you will need one of the following:

- 1.) Exemption Letter
- 2.) Temporary Permit
- 3.) Copy of License (complex or catering)

If you feel like you are exempt, please contact Brian below for an exemption letter (if applicable) to be presented to us.

If you need a temporary permit, please contact Brian below for further information.

If you are a licensed caterer, we will require a copy of your complex or catering license.

Polk County Public Health
Brian Hobbs: 715-485-8500