

RESERVATION PERMIT: Indoor Rentals

Elkhorn Recreation Department

200 Devendorf Street./PO Box 920 Elkhorn, WI 53121 • 262-741-5114 • elkhornparkandrec@cityofelkhorn.org

Name: _____ 1st Reservation Date: _____ / _____ / _____
 Business/Organization: _____ 2nd Reservation Date: _____ / _____ / _____
 Address: _____ 3rd Reservation Date: _____ / _____ / _____
 City: _____ Zip: _____ Approx. # Attending: _____
 Home Ph: _____ Cell Ph: _____ Start Time: _____ am/pm End Time: _____ am/pm
 Email: _____ Nature of Rental: _____

***** PLEASE PICK UP THE KEY AT REC CENTER ON THE THURSDAY BEFORE YOUR EVENT! *****

Rental hours include set-up and clean-up time.

<u>Multi-Purpose Room</u>	<u>Location</u>	<u>Resident</u>	<u>Hours</u>	<u>Total</u>	or	<u>Non-Resident</u>	<u>Hours</u>	<u>Total</u>
<input type="checkbox"/> Recreation Center	Sunset Park: 200 Devendorf St.	\$20/hr.	x _____ = _____			\$60/hr.	x _____ = _____	
<input type="checkbox"/> Community Center	Library: 101 N. Wisc. St.	\$20/hr.	x _____ = _____			\$60/hr.	x _____ = _____	
Additions:								
<input type="checkbox"/> Kitchen Facility	Library: 101 N. Wisc. St.	\$10/hr.	x _____ = _____			\$30/hr.	x _____ = _____	
<input type="checkbox"/> Alcohol Permit	Either Location	\$50	x _____ = _____			\$50	x _____ = _____	
				Subtotal:		Subtotal:		
				5.5% Tax:		5.5% Tax:		
MAKE CHECKS PAYABLE TO <u>CITY OF ELKHORN</u>				Total Fee:		Total Fee:		

Date Paid: _____ Cash or Check #: _____ Amount Paid: _____ Office Initials: _____

\$100 SECURITY DEPOSIT REQUIRED: The security deposit must be received separately in the form of a check (no exceptions). It can be picked up one week after the event has taken place. **Date Received :** _____ **Check #:** _____

Organizations that meet weekly on the same day and time of day each week for a period of one hour or less will pay a lump sum of \$300.00 per year. An additional \$100.00 for each one hour increment will be charged. Any use of the facility besides their weekly meeting will have a fee of \$10.00 per occurrence.

I, the undersigned, on behalf of the above mentioned organization, do hereby agree that we will abide by the policies governing the use of this facility as set forth on the back of this application. I will specifically accept responsibility for any damages to the facility as a result of the occupancy of said premises by our organization. Said premises will be left clean as when the organization arrives.

I HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS AND BLAMELESS the City of Elkhorn, its officers, agents and employees, boards, and commissions from any and all liability from damages, loss, or injury either to person or property which may be sustained while using said facility(ies).

Signature: _____ Date: _____

Please make two separate checks payable to: City of Elkhorn for (A) the security deposit and (B) the rental fee

**City of Elkhorn
Community Center
Facilities Agreement**

The application agrees to each of the conditions, statements, and representations in this document.

1. A building use permit is required to reserve any City facility. Groups, organizations, and individuals using City facilities shall comply with the laws of the United States, State of Wisconsin, County of Walworth, and City of Elkhorn. The City buildings are public facilities and are open to the general public during normal operating hours. Authorized personnel of the city of Elkhorn, the Wisconsin State Police or the Walworth County Sheriff may revoke any permit previously granted if it is determined by such person that the application for permit contained any misrepresentation or false statement, or that any condition set forth in the rules, regulations or policies governing the permit requested is not being complied with, or that the safety of the patrons or visitors to the facility is endangered by the continuation of such activity. If the permit is revoked, the rental and deposit fees will not be refunded.
2. The permit holder agrees to assume liability for any damage done to any City of Elkhorn property as a result of the permit holder's gathering. For businesses, a certificate and endorsement of insurance must be provided in the minimum amount of \$1,000,000 liability naming the City of Elkhorn additional insured. This requirement cannot be waived for a business.
3. If an event is catered, the caterer must also supply the City with a certificate and endorsement of insurance in the minimum amount of \$1,000,000 liability, naming the City of Elkhorn additional insured.
4. When not in use for City Business, meeting and conference rooms may be reserved for the following approved purposes: for learning or the arts; for holding social, civic and recreational meetings and entertainments that are open to the public; for meetings for organizations of local governments, birthday and anniversary parties.
5. At no time may the meeting and conference rooms be reserved by groups whose principal purpose or activity is commercial sales.
6. A \$250 security deposit is required to reserve a meeting/conference room for those groups using the City facilities on an ongoing basis throughout the year. For one time events, a \$100 security deposit is required. Deposits will be refunded if the buildings and grounds are left in the condition in which they were found, and if the permit holder has complied with all the terms and conditions of the permit.
7. There shall be no smoking or possession or consumption of alcoholic beverages, including beer, wine, liquor or other intoxicating beverages allowed on City grounds without a permit.
8. The room/s are available at the hour approved on the form. Any event that starts earlier or runs later than the approved time will be assessed the hourly fee in full-hour increments.
9. The permit holder is responsible for set-up, take-down, and cleaning of the rooms. Set-up, take-down, and cleaning is considered part of the rental period for which a fee must be paid. The room must be left in the condition in which it was found, which includes cleaning and setting the room back up.
10. Any cleaning performed by City staff as result of your event will be assessed a \$50 per hour fee, and will be assessed in full-hour increments. The permit holder is responsible to bring his own cleaning equipment and supplies.
11. Buildings/rooms are available from 8:00 am to 9:30 pm Monday through Sunday.
12. Fees are due upon approval of the facility use permit and certificate of insurance.
13. Facility use fees are non-refundable. There is a \$25 service charge for all returned checks.
14. In the event of an emergency situation or inclement weather and City personnel need to close the building, the permit holder will be notified as soon as possible. Rental fees will be returned, but the City of will not be responsible for any organization's loss of revenues resulting from situations beyond the City's control which results in the cancellation of an event.
15. Fees:

Room Rental Fees

Elkhorn Community Center	Resident of Elkhorn	Non-Resident Fees
Multi-Purpose Room	\$20.00 per hour	\$60.00 per hour
Kitchen	\$10.00 per hour	\$30.00 per hour
Alcohol Permit	\$50.00	\$50.00

16. Proof of residency is required.
17. Organizations that meet weekly on the same day and time of the day each week for a period of one hour or less will pay a lump sum of \$300 per year. An additional \$100.00 for each one hour increment will be charged. Any use of the facility besides their weekly meeting will have a fee of \$10.00 per occurrence.
18. The permit holder must pick up a key by 4:00 pm on the workday immediately preceding the date of use, and must be returned by 4:00 pm on the first workday immediately following the date of use. Keys must be picked up and dropped off at the Recreation Center.