

Reservation is not guaranteed until this form is returned with any applicable fees.

RENTAL APPLICATION
BOYCEVILLE COMMUNITY CENTER
1233 Charlotte Street

NAME OF RENTER: _____ DATE OF APPLICATION: _____
(Person in charge of event)

ADDRESS OF APPLICANT: _____ PHONE NUMBER: _____

NAME OF GROUP, CLUB, ETC.: _____

TYPE OF FUNCTION (CIRCLE OR LIST): DANCE MEETING DINNER PARTY OTHER _____

DATE OF FUNCTION: _____ HOURS OF DAY: _____ AM OPEN BUILDING AT
_____ PM WHAT TIME: _____

WHICH ROOM (S) ? (CIRCLE): DINING ROOM KITCHEN

FEES: When paying by check, **you will need a check made out to the Village of Boyceville for the rental fee and a separate check made out to the Village of Boyceville for the deposit** amount.

Dining Room Only	Dining & Kitchen	Kitchen Only
\$70.00	\$90.00	\$20.00
\$30.00 (Deposit)	\$30.00 (Deposit)	\$30.00 (Deposit)

AMOUNT DUE: _____ Rent

AMOUNT DUE: _____ Deposit

NOTE: \$30.00 REFUNDABLE DEPOSIT is a clean-up guarantee fee. It will be returned to you following your event upon satisfactory inspection of the premise. If you are renting on an ongoing basis you may request this fee be set in the village accounts.

NOTE: Do not use tape on walls, floors or top of tables. Kitchen does not include: use of large gas stove, use of the dishwasher, use of dishes, cups, silverware, salt/pepper shakers and towels.

Clean Up Policy: Mop, sweep, tables back, etc. You must provide your own garbage bags. You are responsible to see that your garbage is removed. You must take it with you. Please remember to check the bathroom waste baskets.

Close Up Policy: Lights out, doors locked, water & stoves off etc.

****PLEASE CALL DAVE HITZ 24 HOURS PRIOR TO YOUR EVENT 715-702-2330****

I understand that as a renter of any part of or all of the Boyceville Community Center, I assume full responsibility and payment toward any loss or damage to building structure, equipment, facilities therein incurred during the term of rental contract; and further, the Village of Boyceville will not be held responsible for accidents, losses, or damages of any kind.

Any structural alterations and subletting of any part of building premise is prohibited. Maximum capacity of site is 200. Exceeding the limit is prohibited.

RENTER
SIGNATURE: _____ DATE: _____

BUILDING DESIGNEE SIGNATURE: _____ DATE: _____

Any questions please call Alesha at 643-3647 Ext. #240. Please return form and fees to:
Alesha Kersten, 1003 Tiffany Street, Boyceville, WI, 54725 or email at: aleshak@boyceville.k12.wi.us
cc: Dave Hitz
This Revision Effective 2/08/16