

Bad Axe Wilcox Park Community Center

Reservation Information

<u>2012 RESERVATION RATES:</u>	<u>City Residents</u>	<u>Non-City Residents</u>
Friday – Sunday	\$ 115.00	\$ 144.00
Monday – Thursday	\$ 90.00	\$ 118.00

<u>2013 RESERVATION RATES:</u>	<u>City Residents</u>	<u>Non-City Residents</u>
Friday – Sunday	\$ 118.00	\$ 148.00
Monday – Thursday	\$ 93.00	\$ 122.00

Note:

1. The Manager reserves the right to adjust listed rates, at his discretion.
2. Rates are subject to change without advance notice.

Facility comes with ten (10) tables eight (8) feet long and eighty (80) chairs. Facility also has a kitchen area with a full size refrigerator and freezer, microwave oven, serving counter and two sinks. It does not have a stove or an oven.

Stipulations, Terms and Conditions of Agreement for Use of Wilcox Park Community Center:

1. Alcoholic beverages are not allowed on the grounds or in the facility by City ordinance.
2. Key may be picked-up at City Hall no more than two business days prior to reserved date. Key must be returned within two business days after reserved date. Late key returns will be charged \$5.00 per day. Keys that are more than three days late will be charged \$10.00 per day from day one.
3. Cancellations: prior to 60 days from the date of reservation shall forfeit \$15.00; prior to 30 days from the date of reservation shall forfeit \$25.00, cancellations after 30 days will forfeit \$50.00 if the total reservation fee.
4. Set-up or decorating may begin no earlier than 7:00 a.m. on the reserved date.
5. Rental party shall not bring in any additional tables or chairs without consent from the Manager.

CLEAN-UP PROCEDURES:

1. Rental party is responsible for complete clean-up. Including sweeping and/ or moping of all floors, including restrooms, washing tables, chairs, counters, sinks, microwave and refrigerator. Necessary supplies are provided.
2. Rental party is responsible for removing all tape left from decorations on tables. Putting tape on any walls, chairs or ceiling is prohibited!
3. Rental party is responsible for bagging all garbage (including restroom garbage), leaving it inside main entrance before leaving.
4. Turn-off ALL lights.
5. Put chairs and tables back as they were when you arrived.
6. Rental party is responsible for locking and securing all windows and doors, including all interior doors, before leaving.
7. Parties failing to clean or lock-up appropriately will be assessed \$25.00 plus any and all costs associated with correcting the situation.
8. Parties including all clean-up must be completed by 1:00 a.m.

Wilcox Community Center Reservation Form 2012

Date Requested: _____

Individual or Organization: _____ Contact Person: _____
Complete Mailing Address: _____

Telephone Numbers: Home: _____ Work: _____ Other: _____
Type of Function: _____ Number of People Expected: _____

Time Set-up will Begin: _____ Time Clean-up will be Done: _____

Stipulations, Terms, Conditions of Agreement for Use of Wilcox Community Center:

1. Alcoholic beverages are not allowed on the grounds or in the facility by City ordinance. Violation of this stipulation will be grounds for forfeiture of complete security deposit.
2. Approximately 12 tables and 80 chairs are onsite available for use.
3. Rental Party is responsible for complete clean-up. Including sweeping and/or moping of all floors, washing tables, chairs, counters, sinks, microwave, and refrigerator. Necessary supplies are provided.
4. Rental Party is responsible for removing all tape left from decorations on tables, walls, and windows. Do not place any tape on chairs, ceiling or painted overhang above kitchen/office area.
5. Rental Party is responsible for bagging all garbage, leaving it inside main entrance before leaving.
6. Rental Party is responsible for locking and securing ALL windows and ALL doors before leaving.
7. Key may be picked-up at City Hall no more than two business days prior to reserved date. Key must be returned within two business days after reserved date. Late key returns will be charged \$5.00 per day. Keys that are more than three days late will be charged \$10.00 per day from day one.
8. Parties failing to clean or lock-up appropriately will be assessed \$25.00 plus any and all costs associated with correcting the situation.
9. Cancellations: prior to 60 days from the date of reservation shall forfeit \$15.00; less than 60 days from the date of reservation shall forfeit \$25.00; cancellations after 30 days will forfeit \$50.00 of the total reservation fee.

I have read, understand and agree to abide by the above stipulations as stated. I also understand that I am fully responsible for any and all damages and missing items while renting the facility.

Signed by Rental Party

Rental Taken By

DO NOT WRITE BELOW THIS LINE

FOR OFFICE USE ONLY

Rent Charge: \$ _____

Date Paid: _____ Receipt Number: _____ Check
Number: _____ Cash: _____