

TOWN/VILLAGE OF BLOOMFIELD

N1100 TOWN HALL RD, PELL LAKE, WI 53157
Clerk's Office (262) 279-6039 • After Hours PD (262) 279-3454

COMMUNITY ROOM RENTAL APPLICATION

RENTAL INFORMATION

Date Requested: _____ Type of Activity: _____

Rental Time (including set-up / clean-up) _____ am/pm - _____ am/pm

Estimated Attendance: _____ List reoccurring meeting dates: _____
(Maximum Capacity: 170)

FEE SCHEDULE		
Deposit	50% Down to hold the date	\$
Town Hall Only	\$100.00	\$
Kitchen	\$100.00	\$
	Total Due	\$

APPLICANT INFORMATION

Name: _____

Address: _____

Mailing Address (if different) _____

Daytime Phone: _____ Evening Phone: _____

- Applicant is responsible for any and all theft or damages to municipal property that occurs as a result of the event.
- Applicant is responsible for own garbage bags and clean-up.
- Applicant is responsible for turning off all cooking devices and cleaning all used kitchen utensils, stove tops, etc.
- Applicant is to return tables and chairs to designated area.
- Applicant is responsible for securing building after use of event.
- Applicant has been advised of security cameras in use.
- Prohibited use of Board platform area and the Village microphone/speaker system.
- Prohibitions: smoking, alcohol, pets, guns.
- Village is not responsible for theft or damage to personal property
- Dial 911 for EMERGENCY or (262) 741-4401 non-emergency police department.
- Failure to clean adequately will result in a \$50 Cleaning Fee.

I have read the rental policies and procedures and agree to the conditions listed above.

Signature of Applicant _____ Date _____

Office Use Only		
Deposit Paid \$ _____	Date: _____	Check #: _____
Balance Due \$ _____	On or before: _____	
Balance Paid \$ _____	Date: _____	Check #: _____