

TOWN OF BLOOMFIELD & VILLAGE OF BLOOMFIELD
 N1100 Town Hall Road
 Pell Lake, WI 53157
 (262) 279-6039 After Hours PD (262) 279-3454

COMMUNITY ROOM RENTAL APPLICATION

 (Name) (Group/Agency)

 (Mailing Address) (# of people for event)

 (City, State, Zip)

Phone No. # _____ Cell No. # _____

DATE OF EVENT: _____ TIME: _____
Start End

SET UP DATE & TIME REQUEST: Yes/No If yes: _____
Circle One Date/Time

FEE SCHEDULE:

Resident	\$ 200.00
Non-for Profit	\$ 0.00
Government Unit	\$ 0.00
DEPOSIT DUE AT TIME OF RESERVATION	\$ 50.00

LOAN REQUEST:

_____	Tables
_____	Chairs
_____	BGCFD Chairs
_____	BGCFD Tables
_____	Microphone/ Speaker System

TERMS:

- ✓ 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.
- ✓ Applicant may/may not use 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.

Terms AND fee schedule accepted this _____ day of _____, 20____. By: _____

For Office Use Only:

Deposit Paid \$_____ Date:_____ Check No._____

Balance Due \$_____ On or before _____

Balance Paid\$_____ Date:_____ Check No._____