

Daniel Schmidt
715-451-4399

Nekoosa Area Community/Senior Center
RENTAL APPLICATION
PO Box 206
416 Crestview Lane, Nekoosa, WI 54457

Event: _____

Person(s) in charge: _____

Address: _____

Phone Number: _____

Dates Requested: _____ Time Requested: _____ to _____

Number of people expected to attend: _____

Name of Caterer: _____ Beverage Server: _____

All caterers must have a state/county restaurant license and a copy of their license will be required. The City of Nekoosa will not be held responsible for lawsuits in regard to the caterer and/or beverage server.

Rates (Check all that apply):

X	Security Deposit (100% Refundable if Rules & Regulations are met)	200.00
	Main Hall/ Kitchen/Bar	800.00
	Fundraisers (All Organizations)	300.00
	Main Hall Only	600.00
	Main Hall Only - Nekoosa Based Civic/Schools/Non-Profit (501c) Organizations (*See Note)	100.00
	Main Hall - 50% discount Monday thru Thursday or Events Scheduled within 4 month Time Frame	300.00
	Main Hall - 50% discount for Civic/School/Non-Profit Events (*See Note)	300.00
	Large Conference Room (Commercial/Wedding/Shower/Graduation/Birthday/Reunion etc.) (*See Note)	100.00
	Large Conference Room (Civic Groups) (See *Note)	25.00
	Small Conference Room (Commercial/Wedding/Shower/Graduation/Birthday/Reunion etc.) (*See Note)	25.00
	Small Conference Room (Civic Groups) (*See Note)	15.00
	Kitchen	200.00
	Funeral - Main Hall/Kitchen	250.00
	Paper Table Cloths (\$4.00 each)	
	Setup/Deliveries after normal hours (\$25.00 Per Hour Not to Exceed 4 Hours)	
	Cleanup/Takedown after normal hours (\$25.00 Per Hour)	
	RENTAL TOTAL	

*** Note: May only be reserved within four (4) months of the event unless reserved with wedding 50% of 'Rental Total' and 100% of Security deposit must be paid at time of reservation. MULTIPLE DAYS RENTAL MAY BE ELIGIBLE FOR A DISCOUNT ON CERTAIN ROOMS**

Terms:

Down payment to hold Date (see above):

Amount Paid: _____ {Check #: _____, Cash} Date _____

Received by: _____

Balance Due no later than thirty (30) days prior to event:

Amount Paid: _____ {Check #: _____, Cash} Date _____

Received by: _____

Office Use Only {Notes/Comments}:

Signature (Renter): _____ Date : _____