

Manager:  
Heather Sairs  
715-451-4399

Nekoosa Area Community/Senior Center  
Rental Application  
PO Box 206  
416 Crestview Lane, Nekoosa, WI 54457

Event: \_\_\_\_\_  
 Person in Charge: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Time Requested: All Day/Or \_\_\_\_\_  
 Guests Expected: \_\_\_\_\_ Name of Caterer: \_\_\_\_\_  
 Beverage Server: \_\_\_\_\_ Music/DJ: \_\_\_\_\_

**Cater must have 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 cater and/or beverage server.**

**Rates:**

	Charge
Refundable Security Deposit	\$200.00
Main Hall/Kitchen/Bar	\$800.00
Fundraisers (All Organizations)	\$300.00
Main Hall Only	\$600.00
Main Hall - Nekoosa Based Civic/Schools/Non-Profit (501c) (*See Note)	\$100.00
Main Hall - 50% Discount Monday thru Friday or Events booked within 4 months	\$300.00
Main Hall - 50% Discount NON-Nekoosa Civic/Schools/Non-Profit (501c) (*See Note)	\$300.00
Large Conference Room (*See Note)	\$100.00
Large Conference Room (Nekoosa Civic Organizations) (*See Note)	\$25.00
Small Conference Room (*See Note)	\$50.00
Small Conference Room (Nekoosa Civic Organizations) (*See Note)	\$15.00
Kitchen	\$200.00
Funeral - Main Hall/Kitchen (Less than 125 = \$250.00/Greater 125 = \$350.00)	
Setup/Deliveries after normal hours (\$25.00 Per Hours Not to /Exceed 4 hours)	
Cleanup/Takedown after normal hours (\$25.00 Per Hour)	
Paper Table Cloths (\$4.00 each)	
<b>Date Down Payment: _____ Cash/Check # _____</b>	<b>Rental Total</b>
<b>Balance Payment: _____ Cash/Check # _____</b>	<b>Down Payment</b>
	<b>Balance Due</b>
	\$0.00
	\$0.00

**\*Note: May only be reserved within four (4) months of the event unless reserved with wedding**  
**50% of Rental Fee plus Refundable Security Deposit required to reserve date and remaining Balance is due 30 days prior to the Event**

**Office Use Only (Notes/Comments):**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature (Renter): \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Community Center Manager)