

# Wilcox Community Center Reservation Form

Event Date: \_\_\_\_\_

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 and tobacco 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 10 tables and 80 chairs are onsite available for use.
3. Rental Party is responsible for complete clean-up. Including sweeping and/or mopping 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.
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

\_\_\_\_\_  
Signed by City of Bad Axe

**DO NOT WRITE BELOW THIS LINE**

**FOR OFFICE USE ONLY**

Rent Charge: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Check #: \_\_\_\_\_ Cash:  Credit Card: