



Village of Johnson Creek

P.O. Box 238, 125 Depot Street
Phone: 920-699-2296 Fax: 920-699-2292

Village Board Meeting Room Use Application 125 Depot Street

Date(s) Requested: _____ Time Requested: From: _____ To: _____

Estimated Attendance: _____ (75 capacity)

User: _____ Contact Person: _____

Purpose of Meeting: _____

Address: _____

Phone#: _____ Email: _____

Will refreshments be served: Yes or No (Circle One)

RENTAL FEES: * Fees Subject to Change.

Non-Village Groups (Food and Beverages on premises) \$50.00 \$ _____

Non-Village Groups (No Food and Beverages on premises) \$25.00 \$ _____

Village Groups (Food and Beverages Served) \$25.00 \$ _____

Rental – No Charge: Johnson Creek (501(3) (c) non-profit, civil, charitable, or school organizations, including JC Area Chamber, of Commerce, JC School District and Senior Club

EVENT FEE: All events held at the Village Hall \$40.00 Open \$ _____

*Excepting events held weekdays 8 a.m. to 4 p.m. and JC Schools \$40.00 Close \$ _____

Make Checks Payable to: Village of Johnson Creek

TOTAL DUE \$ _____

SALES TAX 5.5%

GRAND TOTAL \$ _____

SECURITY DEPOSIT FEE: (Separate check from rental)

\$150.00 Refundable Security Deposit required of all groups. \$ _____
(Refunded if meeting room cleaned and not damaged)

PLEASE NOTE THE FOLLOWING:

1. Smoking and use of alcohol is not permitted in the Municipal Building.
2. Chairs and tables will be available. Set up will be the responsibility of the user. Chairs and tables must be returned to the original set up.
3. All trash must be disposed of in the appropriate receptacles or removed from the premise. Garbage in Black bags, Recycling in Clear bags.
4. If refreshments are served tables must be properly cleaned and wiped clean.
5. The village is not responsible for any article left, lost, or stolen on the premises.
6. Cancellations must be made 7 business days before event for refund of fees.

The person named as being in charge of the event for which this agreement is issued, by payment of the fee and/or accepting the agreement, hereby agrees to accept the responsibility for the care and preservation of the public property used. The person further agrees that, if in the course of the event there is damage to the room or area used, or that the room or area used is left in such condition that additional cleaning or other work is necessary to restore it to usable condition, he/she shall forfeit the deposit or will, within 30 days, pay the entire cost of whatever repairs or additional cleaning as deemed necessary by the Village.

Date: _____ Signature: _____

Village Board Meeting Room Use Application

125 Depot Street
Johnson Creek, WI 53038

Office Use Only

Charges: *

Non-Village Groups (Food and Beverages Served)	\$50.00	\$ _____
Non-Village Groups (No Food and Beverages Served)	\$25.00	\$ _____
Village Groups (Food and Beverages Served)	\$25.00	\$ _____

Taxable Rental Fee 100-48210-150 \$ _____

Non-Taxable Rental Fee 100-48210 \$ _____

EVENT FEE: All events held at Village Hall (\$40.00 opening and \$40.00 closing)

(Excepting events held weekdays 8 a.m. to 4 p.m.
JC Schools and all weekly users)

\$40.00 Open	\$ _____
\$40.00 Close	\$ _____
TOTAL	\$ _____

EVENT FEE- TAXABLE 100-48230-150 \$ _____

Event Fee NON TAXABLE – 100-48230 \$ _____

Check # _____ **Cash** _____ **Amount Paid:** \$ _____

Deposit: \$150.00 (Refunded if meeting room cleaned and not damaged) **Paid** _____ **Check#** _____ **Cash** _____

Deposit refunded: Yes _____ No _____ **Date:** _____ **Shred Check:** Y/N, **Pick-up Check:** Y/N
(Checks will be Shredded 7 days after rental if not picked up)

Date: _____ **Initials:** _____

Date put on calendar and website: **Date** _____ **Initials** _____

Date contacted Opener/Closer: _____ **Initials** _____

Village Board Room - Open/Close

Date: _____ **Person Opening/Closing:** _____

Open Time: _____ **Close Time:** _____

Initials: _____