



City of New Richland

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CITY HALL RESERVATION FORM

Applicant Name _____

Address _____ City _____ State _____ Zip _____

Organization: _____ Non-Profit

Phone (Home) _____ (Other) _____

Reservations must be less than 1 year in advance.

Reservation Date _____

Time _____ to _____

Will alcoholic beverages be used? Yes No

**Selling alcohol is prohibited, however kegs are allowed with prior approval by the Police Department. No permits are needed.

50% Deposit due with return of contract
Balance due must be made prior to the reservation date.

Full Day Rate: \$80.00

Meeting Rate (0-3 hours): \$40.00
(Available to organizations, groups, and businesses for meetings less than 3 hours long).

Keys: Building keys must be picked up from City Hall Mon-Fri 8am - 4:30pm, no more than 2 days prior to your scheduled event, unless other arrangements have been made. Please return keys to the drop slot in the City Clerk's office door. The Facility will be locked by the New Richland Police Department.

Occupancy: The maximum occupancy of the hall is approx 120 people for banquet type seating. There are approximately 25-6 foot tables and 120 chairs.

Decorations: Use of tacks, nails or staples for hanging decoration is not allowed on any surface. Use discretion when using tape. Painter's tape is preferred. NO duct tape is allowed. All decorations should be removed upon clean up.

Clean Up: All decorations should be removed and garbage should be bagged up and ready for disposal by the New Richland Maintenance Department. Tables and chairs should be taken down and returned to their storage racks. Used dishcloths should be placed in the sink. The City of New Richland will launder them. Sinks, stoves, refrigerator and countertops should be wiped down. Dishes should be cleaned and put back in their proper places. Remove all personal items, including leftovers before leaving.

Before leaving, the renter is responsible for ensuring that: the doors are closed, front and rear thermostats are set at the following: Heat - 65°, Air Conditioning - 75°.

Inventory: The kitchen is stocked with coffeepots, dishes, silverware, glasses, cups, pitchers, towels, dishcloths. Inventory of kitchen items will be taken. If there are any items missing, the renter will be billed accordingly.

Refunds: Request for refunds due to cancellation is subject to a Cancellation Fee. A refund, minus a \$10.00 administration fee will be issued for cancellation made 4 weeks (28 days) or more prior to the reservation date. No refund will be given for cancellations 27 or fewer days before the scheduled reservation.

SMOKING IS PROHIBITED IN THE HALL AND ALL CITY BUILDINGS.

Waiver:

I understand that this contract and 50% of the rental fee must be returned in order to reserve the hall. I have read, understand, and agree to the contents of this contract. The person or organization making this application assumes individual and joint obligation for replacements or payment in case of losses or damages resulting from their use of the building facilities, and agree to abide by the rules established by the City of New Richland.

Signature _____

Date _____

Deposit \$ _____	Received On _____	Check/Cash _____	<input type="checkbox"/> Key Picked Up blue/green
Balance \$ _____	Received On _____	Check/Cash _____	<input type="checkbox"/> Key Returned