CITY HALL RESERVATION FORM

Applicant Name ________________________________
Address ________________________________________  City ___________ State ________ Zip ______
Organization: ____________________________________  ❑ Non-Profit
Phone (Home) ________________________________  E-mail ________________________________

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.

Keys: The building is on an electronic lock system. They building will be unlocked 1 HOUR prior to your scheduled time unless otherwise requested. The building will lock 1 HOUR after your scheduled out time unless otherwise requested. The Facility will be checked 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 Community Room and kitchen doors and are closed

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 ________  ❑Unlock
Balance $ ___________Received On ___________Check/Cash ________  ❑Lock