Village of Boyceville
Community Center Rental Application
1233 Charlotte Street

Event Information

Event Date: _____ **Start Time:** _____ **AM/PM** **End Time:** _____ **AM/PM**
Organization: _____ **Contact Person:** _____
Email: _____ **Phone:** _____
Mailing Address: _____
City: _____ **State:** _____ **Zip:** _____
Type of Event: _____

Rental Request

☐ **Dining Room includes Kitchen** **Fees: $100.00** **Deposit: $100.00** **Total Due: $200.00**

Submit your payment in the form of two checks payable to the Village of Boyceville ($100.00 deposit check + $100.00 rental fee check). Reservation is not guaranteed until this form is submitted with payment of all fees and is accepted by Village staff.

Facility Rules & Instructions

Contact Dave Hitz (715-702-2330) 24 hours prior to your event to schedule him unlocking the facility for your use.

1. If the kitchen is reserved, its use is restricted. It does **not** include the use of the dishwasher, dishes, utensils or towels.
2. The dining room/kitchen floor needs to be mopped/swept and tables put back.
3. Use of tape is prohibited on walls/tables.
4. Must provide your own garbage bags and take your trash with you.
5. Maximum capacity is **200**. Exceeding limit is prohibited.
6. No structural alterations and subletting any part of building is allowed.
7. Make sure lights are turned off (including the bathroom) and doors are locked when you leave.
8. Deposit will be returned if building is left in satisfactory condition after inspection by staff.
9. Violations of the rules may result in additional charges and or prohibitions on future use of any village facility.

I as the above listed renter understand that by my rental of any part of the Boyceville Community Center, I assume full legal and financial responsibility toward any loss or damage to building structure, equipment, facilities therein incurred during the term of this rental contract; and further, I absolve the Village of Boyceville of any legal or financial responsibility for any accidents, losses, or damages of any kind that occur on the property during my rental.

_____
Signature Date

If you have any questions, please call Village Hall at 715-643-2351. Please return this form and fees to:

Village of Boyceville, PO Box 368, Boyceville, WI, 54725
Or by email to: dar.boyceville@cltcomm.net or karen.boyceville@cltcomm.net.

For office use only			
Payment Received _____	Rental Calendar _____	Public Works _____	Dave Hitz _____