

CHENTIS/KRUEGER COMMUNITY SENIOR CENTER AT THE HISTORIC DELAFIELD FISH HATCHERY

RESERVATION FORM

Name of person/group requesting facility: _____

Date/s requested: _____

Event or purpose _____

Time of day requested: _____ to _____
(Include time needed for preparation/clean-up before and after event)

Number of persons to be accommodated: _____ (125 Maximum Allowed)

FEE SCHEDULE (effective January 1, 2000)

<u>No. of Persons</u>	<u>Up to 4 Hours</u>	<u>4-8 Hours</u>	<u>Over 8 Hours</u>
1-25	100.00	125.00	150.00
26-50	125.00	175.00	225.00
51-75	200.00	275.00	350.00
76-100	250.00	350.00	450.00
100-125	300.00	400.00	500.00

Above fees apply to the first floor only. Fees for second floor are 75% of the above fees. IF SECOND FLOOR IS USED WITHOUT A RESERVATION, ADDITIONAL FEES WILL BE ASSESSED.

Rental charge: \$ _____

Security Deposit (required at time of reservation) \$ **125.00**
*Refundable if building is cleaned to original condition
(see checklist on other side)

Sound System Fee: \$ 25.00 \$ _____

Security Deposit: \$100.00 \$ _____
*Refundable if sound system cabinet is locked up and
no damage has occurred during use

TOTAL AMOUNT DUE \$ _____

*Responsible Party: _____ Phone No. _____
(signature)

Address: _____ Date _____

*The person described as the responsible party signing this agreement shall be held accountable for the facility authorized and shall be held liable for any costs to the CITY OF DELAFIELD for necessary maintenance or repairs due to damage arising from the improper or negligent use of said facility. It is also agreed that the CITY OF DELAFIELD shall not be held responsible for accidents, injuries or the theft of personal property incurred by those parties authorized to use said facility. **Call Delafield Police Department (646-6240) if building is not in good order.**

**IF NO ONE IS AVAILABLE TO OPEN DOOR, CALL HIGHLINE INDUSTRIES (262-560-9635)
IF NO RESPONSE, CALL POLICE DEPARTMENT (646-6240)**

If you have any questions regarding your reservation, call City Hall at 262-646-6220.
Return reservation form to City of Delafield, 500 Genesee Street, Delafield WI 53018

CHENTIS-KRUEGER COMMUNITY SENIOR CENTER GUIDELINES

- ❑ All applicants must fill out a reservation form in City Clerk's Office.
- ❑ City of Delafield groups that have 501(c)3 exemption or groups that are eligible to apply for 501(c)3 exemption will not be charged for the use of the Fish Hatchery Center. Charges will apply to political, commercial, labor and religious groups.
- ❑ No smoking allowed
- ❑ Candle burning prohibited in building
- ❑ Use of duct tape on the walls is prohibited
- ❑ 25 parking spaces available on lower level - large municipal parking lot on upper level
- ❑ Seating (75 chairs available)
- ❑ Eight 6' tables, 2 round tables (seats 6-8 each) available
- ❑ No food preparation - may use refrigerator and oven for warming only
- ❑ For art and craft shows, a fee of \$25.00 per artist (minimum of \$100) per day plus security deposit

To receive full refund of security deposit, the building must be cleaned as follows:

- Kitchen counters cleaned, dishes washed and put away
- Floors swept, spills wiped up
- Clean up oven or microwave if used
- Table and chairs cleaned and stacked
- Leftover food and beverages removed from refrigerator
- Garbage and recyclables removed from building and bathrooms and placed in appropriate recycling and trash containers outside

Please note: The cleaning supplies in the locked closet are for use by the cleaning company only. You must bring your own cleaning supplies; broom, dust pan, kitchen towels, spray cleaners, trash can liners, etc.

Sound System

The sound system is available for an additional fee of \$25.00 plus a \$100.00 security deposit. The security deposit is refundable if the sound system cabinet is locked after use and no damage has occurred during use. The microphone must be turned off and placed inside the cabinet. If you encounter any problems with the sound system, please contact Ellen at City Hall (262-646-6220).

PLEASE CHECK ALL ENTRIES TO BE SURE THEY ARE LOCKED BEFORE YOU LEAVE THE BUILDING.



First floor includes full kitchen with all appliances. Bathrooms are located on both floors.