

CITY OF OWEN

833 W 3rd Street, PO Box 67, Owen, Wisconsin 54460

Phone 715-229-2404 Fax 715-229-0022

E-mail: owenclerk@cityofowen.com or deputyclerk@cityofowen.com

Website: www.cityofowen.com

OWEN SENIOR CENTER RESERVATION FORM

Individual or Group Requesting Facility: _____

For organized groups, can you provide us with Proof of Liability Insurance? ____yes ____no
(Proof of insurance is required of all groups charging admission for their event)

Address _____

City _____ State _____ Zip code _____

Telephone _____

Date(s) of Reservation _____ Estimated attendance _____

Expected arrival time _____ Expected departure time _____

Deposit: \$50.00 (to be returned after event and key drop off)

Rental Fee: \$50.00

Reservations: Reservations are on a first come, first served basis. Reservations must be made at City Hall. Rental fee must be paid at the time of reservation. Checks should be made payable to "City of Owen." Cancellations will be allowed until one week prior to reservation. After that time fees will be forfeited.

Application Received-Date _____ Total Amount Collected _____

Proof of Insurance Provided _____ Received by _____

I understand the rental procedure listed on this contract. I acknowledge receipt of a copy of the rules connected with use of the building and agree to abide by said rules.

Renter Signature _____ Date _____

(SEE PAGE 2 FOR RENTAL RULES)

RULES FOR MILL POND PARK PAVILION RENTAL

Alcoholic Beverages

No special permit is required for alcohol served at family gatherings. If alcohol is to be sold at your event, you are required to obtain a Temporary Class B license from City Hall.

Cancellation

Your reservation may be cancelled up to one week prior to reservation. After that time fees will be forfeited. Contact City Hall at 229-2404 if you need to cancel.

Security

It is understood that a Police Department officer or any other official employee of the City of Owen has the right to enter the premises at any time.

Liability

The City of Owen shall not be liable for any injuries, deaths, or property damage from the use of the above stated facility. The City of Owen is not responsible for articles left, lost, or stolen at the facility.

Vehicles

Street parking.

Clean-up

It shall be the responsibility of the renter to maintain the facility in a safe and sanitary condition. Upon completion of your activity, all decorations, tables, floors, bathroom, etc., shall be cleaned and litter properly placed in the garbage.

Miscellaneous

Report any breakage that occurs or repairs that need to be made within 2 days of rental.