

Reservation Application

Reedsburg Area Community Arena

1411 Viking Drive

Applicant Information:

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Contact Person (if different from above): _____

Function Description:

Date/Time:	<u>Day</u>	<u>Time</u>	
	_____	_____	
	_____	_____	

Tables: Number of Picnic Tables Required _____

Fees:	<u>Days</u>	<u>Fee</u>	<u>Total</u>
<input type="checkbox"/> Family Picnic Outings	_____ X	\$300	_____
<input type="checkbox"/> Company Picnics	_____ X	\$500	_____
<input type="checkbox"/> Profit Organizations	_____ X	\$700	_____
<input type="checkbox"/> Non-Profit Organizations	_____ X	\$100	_____
<input type="checkbox"/> Any Events with Loud Music (Refundable)	_____ X	\$400	_____
<input type="checkbox"/> Refundable Deposit (returned after building is checked for clean-up/damages)	_____		\$100
TOTAL FEES			_____

Responsible Party _____ Date _____

Statement of Understanding:

It is understood that the applicant is solely responsible for all clean-up, refuse removal and damage repair, and that the deposit made may not be sufficient to meet these costs. It is further understood that the City's rental of such space does not make the City a sponsor, supervisor, manager, director or otherwise responsible for conducting the event which is solely the applicant's responsibility. The applicant also understands that the City offers liability insurance coverage for an additional charge at the request of the applicant. It is the City's policy to encourage all private users of City facilities to obtain liability coverage.