



## Village Board Meeting Room Use Application

125 Depot Street

Date(s) Requested: \_\_\_\_\_ Time Requested (Start to end): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ (75 capacity) User: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Purpose of Meeting: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

**Will refreshments be served? Yes or No (Circle One)**

| Group Type        | Fee     | Total    |
|-------------------|---------|----------|
| Non-Village Group | \$30.00 | \$ _____ |
| Village Group     | \$0.00  | \$ _____ |

\*Village Group defined as 501(3)(c) nonprofits, civic, charitable, or school organizations (e.g. JC Area Chamber of Commerce, JC School District, Senior Club) based in Johnson Creek.

### **EVENT FEE:**

A \$40 fee is charged to open and a \$40 fee to close the Village Hall for events held **outside regular Village business hours** (Monday–Friday, 8:00 AM to 4:00 PM).

*This fee does not apply to events held during business hours or to Johnson Creek School functions.*

**Open:** \$ \_\_\_\_\_ **Close:** \$ \_\_\_\_\_

**GRAND TOTAL \$** \_\_\_\_\_ **X 5.5% (tax)** \_\_\_\_\_ **= \$** \_\_\_\_\_

### **SECURITY DEPOSIT FEE:**

\$150.00 Refundable Security Deposit required for all groups. \$ \_\_\_\_\_

The security deposit will be **deposited upon receipt**, and a **refund check will be issued to the applicant listed above within 3 weeks after the event**, provided the facility is left clean and undamaged.

### **PLEASE NOTE THE FOLLOWING:**

1. Smoking and use of alcohol is not permitted in the Municipal Building.
2. Chairs and tables will be available. Set up will be the responsibility of the user. Chairs and tables must be returned to the original set up.
3. All trash must be disposed of in the appropriate receptacles or removed from the premise. Garbage in Black bags, Recycling in Clear bags.
4. If refreshments are served tables must be properly cleaned and wiped clean.
5. The village is not responsible for any article left, lost, or stolen on the premises.
6. Cancellations must be made 7 business days before event for refund of fees.

The person listed as responsible for the event agrees, by payment and acceptance of this agreement, to care for and preserve the public property used. If any damage occurs or extra cleaning is required, they will forfeit the deposit or pay the full cost of repairs or cleaning within 30 days, as determined by the Village.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Village Board Meeting Room Use Application

125 Depot Street  
Johnson Creek, WI 53038

---

## Office Use Only

### RENTAL FEE:

TAXABLE (100-48210-150)

\$ \_\_\_\_\_

NON-TAXABLE (100-48210-000)

\$ \_\_\_\_\_

### EVENT FEE:

TAXABLE (100-48230-150)

\$ \_\_\_\_\_

NON-TAXABLE (100-48230-000)

\$ \_\_\_\_\_

### SALES TAX:

5.5% TAX (100-23150-000)

\$ \_\_\_\_\_

Check # \_\_\_\_\_ Cash \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

### DEPOSIT:

\$150.00 (100-23150-000)

Paid \_\_\_\_\_ Check# \_\_\_\_\_ Cash \_\_\_\_\_

Deposit refunded: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

**Explain if no:**

---

---

---

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Date put on calendar and website: \_\_\_\_\_

Date contacted Opener/Closer: \_\_\_\_\_

---

## Village Board Room - Open/Close

Date: \_\_\_\_\_ Person Opening/Closing: \_\_\_\_\_

Open Time: \_\_\_\_\_ Close Time: \_\_\_\_\_

Initials: \_\_\_\_\_