



# Village of Merrimac

100 Cook St.  
Merrimac, WI 53561  
Phone: (608) 493-2122

## Memorial Park Shelter / Village Hall Reservation Form

Official Village business takes priority over personal/rental use of these facilities and the Administrator reserves the right to cancel a reservation if the facility is required for official business. This right will not be exercised except in emergency situations. Time requested includes Hall or Shelter set up and clean-up time.

PLEASE CHECK ONE:

<u>Facility</u>	<u>Capacity</u>	<u>Chairs Avail/Kitchen Facilities</u>
<input type="checkbox"/> Village Hall	150 people	Tables with 80 chairs & kitchen
<input type="checkbox"/> Memorial Park Shelter	75 people	Picnic tables with kitchen & refrigerator

FEES: \$50.00 Refundable deposit (following clean-up inspection).

Village Hall and Park Rental/Use fee: Village Resident fee \$100.00/ Non-Village resident fee \$150.00

If you cancel within 30 days of the reserved date, you will forfeit your deposit.

***Please include 2 checks: (1) for the deposit that will be returned and (1) for the shelter fee.***

DATE REQUIRED: \_\_\_\_\_ TIMES REQUIRED: \_\_\_\_\_

ESTIMATED NUMBER OF PEOPLE: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

REASON FOR MEETING/EVENT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

SECOND CONTACT NAME & NUMBER (if the above person cannot be reached)

\_\_\_\_\_

GUARANTEE: (Damage to Village property)

For and in consideration of the use of the Village Hall or Memorial Park, any person or group using it hereby agrees to hold the Village of Merrimac harmless from any and all actions, suits, relating to use of such facilities. Further, such person or group agrees to reimburse the Village for any and all costs for repair of any and all damages as may be caused directly or indirectly to the facility by such use. THE ACCEPTANCE OF THIS FORM CONSTITUTES AN ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CONDITIONS AND REGULATIONS HEREIN NOTED.

\_\_\_\_\_  
AUTHORIZED SIGNATURE OF ORGANIZATION

\_\_\_\_\_  
DATE