



## 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 Code \_\_\_\_\_

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

Group Type	Fee	Total
Non-Village Group (with food and beverages)	\$50.00	\$ _____
Non-Village Group (no food or beverages)	\$25.00	\$ _____
Village Group (with food and beverages)*	\$25.00	\$ _____
Village Group (no food or beverages)*	\$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: \_\_\_\_\_

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125 Depot Street  
Johnson Creek, WI 53038

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## Office Use Only

### Charges: \*

<b>Non-Village Groups</b> (Food and Beverages Served)	<b>\$50.00</b>	\$ _____
<b>Non-Village Groups (No</b> Food and Beverages Served)	<b>\$25.00</b>	\$ _____
<b>Village Groups</b> (Food and Beverages Served)	<b>\$25.00</b>	\$ _____

**Taxable Rental Fee 100-48210-150** \$ \_\_\_\_\_

**Non-Taxable Rental Fee 100-48210** \$ \_\_\_\_\_

**EVENT FEE:** All events held at Village Hall (\$40.00 opening and \$40.00 closing)  
(Excepting events held weekdays 8 a.m. to 4 p.m.  
JC Schools and all weekly users)

<b>\$40.00 Open</b>	\$ _____
<b>\$40.00 Close</b>	\$ _____
<b>TOTAL</b>	\$ _____

**EVENT FEE- TAXABLE 100-48230-150** \$ \_\_\_\_\_

**Event Fee NON TAXABLE – 100-48230** \$ \_\_\_\_\_

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

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

**Deposit: \$150.00** (Refunded if meeting room cleaned and not damaged) **Paid** \_\_\_\_\_ **Check#** \_\_\_\_\_ **Cash** \_\_\_\_\_

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

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

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

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

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## Village Board Room - Open/Close

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

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

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

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