



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: _____

Village Board Meeting Room Use Application

125 Depot Street
Johnson Creek, WI 53038

Office Use Only

Charges: *

Non-Village Groups (Food and Beverages Served)

\$50.00 \$ _____

Non-Village Groups (No Food and Beverages Served)

\$25.00 \$ _____

Village Groups (Food and Beverages Served)

\$25.00 \$ _____

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)

\$40.00 Open \$ _____

\$40.00 Close \$ _____

TOTAL \$ _____

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** _____

Village Board Room - Open/Close

Date: _____ **Person Opening/Closing:** _____

Open Time: _____ **Close Time:** _____

Initials: _____