

Germantown Senior Center
W162 N11960 Park Ave.
Germantown, WI 53022
Office (262) 253-7799 Fax (262) 250-1733
www.village.germantown.wi.us

Facility Rental Application

PLEASE PRINT

Last	First	MI.
Name:		
Address:		
City:	State:	Zip:
Phone: (Home)	(Work)	(Cell)
Email:		
Organization Name:		
Organization Address:		
City:	State:	Zip
Type of Event:		Est. Attendance:
ROOM REQUESTED (✓)		
Resident Fee		
Non-Resident Fee		
<input type="checkbox"/>	Main room	\$150 for 5 hours \$25/hour for each additional hour
		\$225 for 5 hours \$35/hour for each additional hour
<input type="checkbox"/>	Multipurpose room	\$65 for 3 hours \$20/hour for each additional hour
		\$102.50 for 3 hours \$30/hour for each additional hour
<i>To reserve a payment must be made in full, plus a refundable \$250 deposit and a 5.6% sales tax is added.</i>		
DATE(S) REQUESTED		
1 st choice	Date:	Day:
2 nd choice	Date:	Day:
Time (including set-up time & clean-up time):	From:	To:
	AM/PM	AM/PM

-OVER-

Are you distributing BEER/WINE? (✓) Yes No If Yes, read permit terms and sign if acceptable.

BEER/WINE DISTRIBUTION PERMIT

The gathering shall be a private affair, not open to the public, and not advertised publicly in any manner. No charge for beverage shall be made to the guests, and no beverages shall be distributed to any persons under 21 years of age. Only beer/wine cooler distribution is allowed (i.e. no hard liquor). No intoxicating or alcoholic beverage shall be dispensed or be in possession of any persons on the premises after 9:00 PM. A copy of this permit is sent to the Village of Germantown's Police Department.

Note: Sale of beer/wine requires a special liquor license and approval of the Village Board.
(inquire with Clerks Department)

Signature

Date

WAIVER/RELEASE

I/We the undersigned, will assume all responsibility for the proper care and utilization of the above stated facility, including all equipment and grounds contained therein, in accordance with the policies and regulations of the Village of Germantown and the Park & Recreation Department. I have received and agree to complete with the Facility Rental Policies and Procedures. I further agree to indemnify and save harmless the Village of Germantown from liability which might be occasioned to the Village of granting reservations as per the application. Village staff are not available for rentals. For serious emergencies contact the Village of Germantown Police Department at (262) 253-7780.

Signature

Date

FOR OFFICE USE ONLY

Date Received:	Fee: \$
Deposit Payment Method: Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/>	
Check #	Credit Card: Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/>
Card #	Exp. Date:
Insurance Required Yes <input type="checkbox"/> No <input type="checkbox"/>	
Approved By:	