Village of Maple Bluff Facilities Rental Form

This form must be completed and returned with the appropriate fees paid before your reservations are guaranteed.

Today's Date: _____ Name of Renter: _____

Address: _____ Phone #: _____

Email Address: _____

Date(s) of Rentals Requested: _____ Time(s): _____ to _____

Type of Event (party, wedding, sports practices, meeting, etc.): _____

Please indicate facility requested (fees are included):

Beach House (Memorial-Labor Day)	Beach House Non-Peak	Warren Dailey Cabin	Gym/ Conference Room	Johnson Park Gazebo	Tennis Courts
$40/hr plus $100.00 security/cleaning deposit	$20.00/hr plus $100.00 security/cleaning deposit	$20.00/hr plus $100.00 security/cleaning deposit	$10/hr. *Birthday parties will need $100.00 security/cleaning deposit	$50.00/hr	$5.00/hr per court for instructionals

Rental Rules

- Village employees are NOT responsible for the set-up and/or take down of tables, chairs, equipment, etc.
- Beach House rentals must have 2 lifeguards present for rentals between Memorial Day & Labor Day. Rentals cannot be made between 11:00am – 7:00pm between these dates.
- Renters must follow all rules and policies of the facility, in addition to all Village ordinances.
- Reservations can only be made by Village residents.
- Swimming at Beach Park must end at 9:00pm
- All rentals must end at 10:00pm unless written approval by the Village or Recreation Director
- Any damage to the facility and/or equipment will be paid by the renter.
- Selling intoxicating liquors is not allowed on the premises without written consent from the Village.
- The Village does not rent the following items: tables, chairs, projectors, computers, screens and tents.
- Items can only be placed in the facility during allotted rental. Should a rental need set-up and/or take down time this should be included in your rental request.
- Smoking is not allowed in facilities.
- Noise shall be kept at a reasonable volume

Keys:

All facilities are kept locked. The renter must check out the necessary key during normal business hours Monday – Friday from 7:30am – 4:30pm at the Village Center. All keys must be returned no later than 24 hours following the event rental. Keys cannot be checked out after office hours. If the renter loses the key, the renter is responsible for the replacement cost: $285.00 plus a 10% administrative fee. If renter fails to return the key within 24 hours of rental, there will be a $10.00 late fee per day.

_____

Signature of renter *Date*

Rental Fee: $ _____

Taxes (5.5%): $_____

Security Deposit: $ _____

Office Use Only:

Amount Paid (including security deposit & taxes): _____ Calendar: _____ Deposit Returned: _____