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: ______ to _____ to _____ Type of Event (party, wedding, sports practices, meeting, etc.): Please indicate facility requested (fees are included): **Beach House Beach House Warren Dailey** Johnson Park Gym/ **Tennis Courts** (Memorial-Non-Peak Cabin Conference Gazebo Labor Day) Room \$20.00/hr plus \$20.00/hr plus \$50.00/hr \$5.00/hr per \$40/hr plus \$10/hr. \$100.00 \$100.00 \$100.00 *Birthday parties court for private security/cleaning security/cleaning security/cleaning will need or professional \$100.00 deposit deposit deposit use security/cleaning deposit 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 by sunset. 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 **Kevs:** 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. Rental Fee: \$ __ Taxes (5.5%): \$ Signature of renter Date

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

Office Use Only:

Security Deposit: \$

Deposit Returned: _____