



Oconomowoc Community Center

220 W. Wisconsin Avenue • Oconomowoc, WI 53066
262.569.2199 • www.oconomowoc-wi.gov

OCONOMOWOC COMMUNITY CENTER ROOM RENTAL APPLICATION APPLICATIONS ARE TO BE COMPLETED IN THE OFFICE ONLY

APPLICANT/ORGANIZATION

Organization: _____

Contact Person: _____

Tax Exempt #: _____ (certificate required)

Phone: _____

Address: _____

City, State, _____ Zip: _____

Email: _____

Residency Status: City Resident Non-Resident

EVENT INFORMATION

Event Date: _____ Setup Arrival Time: _____
(Weekends/Holidays require 4 hr min rental)

of Hours Rented: _____ Event Time: _____ to _____

Number Attending: _____ Cleanup End Time: _____

Type of Event (check all that apply):

- Business Meeting/Training
- Wedding Ceremony
- Wedding Reception
- Meal(s)
 - Breakfast Catered
 - Lunch Self-Serve
 - Dinner
 - Snacks Alcohol (see policy)
- Entertainment (e.g. DJ, band, magician)
- Open to Public (Insurance required; see policy)
- Admission Charged
- Items Sold: _____
- Donations Collected
- Other Info: _____

Rooms Requested:

- Assembly 208A
- Assembly 208C
- Assembly 208A & 208B, Bar & Kitchen
- Assembly 208B & 208C, Bar & Kitchen
- Upper Hall – Assembly 208A, 208B, 208C, Kitchen & Bar
- Activity Room 006 Classroom 104
- Aerobics/Dance 106 Meeting Room 108

Additional Services:

- LCD Data Projector & Screen
- Projection Screen
- Wireless Microphone & Sound System
- Conference Speaker Phone
- Sound Equipment
- Podium
- Other: _____

ALCOHOL: All alcoholic beverages must be provided and distributed by Zilli Hospitality Group. Contact Zilli's with your event details to complete a contract.

INSURANCE: Rentals open to the public must provide a Certificate of Liability Insurance in the amount of \$1 million, naming the City of Oconomowoc as an additional insured prior to the scheduled event.

*I have received the **Community Center User Guide and Rental & Use Policy** and agree to comply with the rules and regulations. As the responsible party I agree to be present through the entire event and instruct my group of these rules and regulations and see that they also abide by the same. I further agree to indemnify and save harmless the City of Oconomowoc from liability which might be occasioned to the City by virtue of granting reservations as per application.*

Signature: _____ Date: _____
(Must be at least 21 years of age)