

**Village of Merrimac**  
**100 Cook St.**  
**Merrimac, WI 53561**  
**Phone: 608-493-2122 Fax 608-493-9908**

## Memorial Park / Village Hall Reservation Form

Village use of Memorial Park or Village Hall is a first priority and the Administrative Office reserves the right to cancel a reservation if the room is needed for that purpose. Whenever possible, a twenty-four hour notice will be given. This right will not be exercised except in emergency situations. Time requested include room set up and clean up time.

PLEASE CHECK ONE:

- | <u>Facility</u>                                | <u>Capacity</u> | <u>Chairs Avail/Kitchen Facilities.</u> |
|--|-----------------|---|
| <input type="checkbox"/> Village Hall          | 150 people      | 77 chairs with kitchen facilities       |
| <input type="checkbox"/> Memorial Park Shelter |                 | Picnic benches with electrical hook-ups |

FEES: \$50.00 Refundable deposit upon clean up inspection.

Village Hall and Park Rental Fee: Resident: \$40.00/ Non-resident \$80.00

If you cancel within 30 days of the specified date, you will forfeit your deposit

*Please include 2 checks: (1) for the deposit that will be returned and (1) for the shelter fee.*

DATE (S) REQUIRED: \_\_\_\_\_

TIMES (S) REQUIRED: \_\_\_\_\_

AMOUNT OF PEOPLE: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

REASON FOR MEETING: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

SECOND CONTACT NAME & NUMBER (if the above person cannot be reached)

\_\_\_\_\_

GUARANTEE: (Damage to Village property)

For and in consideration of the use of the Village Hall or Memorial Park, any person or group using it hereby agrees to hold the Village of Merrimac harmless from any and all actions, suits, relating to its use of such facilities.

Further, such person or group agrees to reimburse the Village for any and all costs for repair of any and all damage as may be caused directly or indirectly to the Room and/ or facility by such use. THE ACCEPTANCE OF THIS FORM CONSTITUTES AN ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CONDITIONS AND REGULATIONS HEREIN NOTED.

\_\_\_\_\_  
AUTHORIZED SIGNATURE OF ORGANIZATION

\_\_\_\_\_  
DATE