



# 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
- Community Room 001  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)