

MAPLE COMMUNITY CENTER RENTAL FORM

Return this form with two separate checks - the rental fee check and deposit check to:
Tanya Colby, Treasurer, 3284 S Colby Rd, Maple, WI 54854

RENTAL FEE SCHEDULE

RENTAL FEE	\$50
SECURITY DEPOSIT FEE	\$75
OUTDOOR SIGN FEE*	\$20

*An outdoor sign is available to announce your event for an added fee of \$20. Sign space is limited, and the message may be edited or modified by town staff. The board reserves the right to refuse the announcement. Requested announcement:

EVENT DETAILS

EVENT DATE / TIME	
EVENT TYPE	
SET-UP TIME DAY OF EVENT	
# OF PEOPLE EXPECTED	
KITCHEN USE	Y / N <input type="checkbox"/>

FOR OFFICE USE ONLY

FEES	CHECK #	FEE TOTAL	DATE PAID
HALL RENTAL TOTAL			
DEPOSIT TOTAL			
OUTDOOR SIGN TOTAL			
KEY PICK-UP*		KEY RETURN*	

RENTING PARTY: _____

NAME OF RESPONSIBLE PARTY: _____

ADDRESS: _____

PH: _____

RENTING PARTY SIGNATURE: _____

TOWN OFFICAL SIGNATURE: _____

I agree to clean the Community Center, remove all trash, lock the Community Center after use, and to return the key. PLEASE CONTACT THE TOWN TREASURER FOR KEY PICK-UP AND RETURN.