



City of Fitchburg Community Center BUILDING CONTRACT

5520 Lacy Rd. Fitchburg, WI 53711
(608) 270-4285
(608) 270-4212 Fax

Reservation Date(s)		Event Type:	
Responsible Party: <small>(Must be 18 years of age to sign contract)</small>		<input type="checkbox"/> Resident	<input type="checkbox"/> Non-Resident
Address:	City:	State:	Zip:
Home Phone:	Work Phone:	Cell Phone:	
Company Name:		Phone #	
Email Address:			
Room(s) included in contract: Upper Level: <input type="checkbox"/> Oak Hall <input type="checkbox"/> Fitchburg Room <input type="checkbox"/> Greenfield Room Lower Level: <input type="checkbox"/> Dining Room <input type="checkbox"/> Swan Creek Room			
Number of Guests:	Starting Time (Arrival of guests)	Ending Time (All guests out of building)	
Alcohol served at this event: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Special Arrangements: (All prices are subject to change and are based on availability)			
Equipment Rental: <input type="checkbox"/> TV/VCR \$10.00 <input type="checkbox"/> Projection System \$50.00 <input type="checkbox"/> Coffee Pot (30 cup) \$7.00 <input type="checkbox"/> Coffee Pot (100 cup) \$10.00			

The preceding information is correct to the best of my knowledge. I have received and understand the Fitchburg Community Center Policies & Procedures. I agree to abide by all the regulations & policies set forth for the use of the building and/or grounds. I acknowledge overall supervision of and responsibility for this event. By offering this service, the City of Fitchburg does not accept any responsibilities, express or implied for any damage arising out of the use of this service, and I acknowledge that the City of Fitchburg has no responsibilities, express or implied for any damages arising out of, or connected in any way with the Lessee's use of the Community Center facilities.

Signature of Responsible Party _____ Date _____

Office Use Only

Security Deposit:		Paid On:		Refunded On:	
Reservation Fee:		Paid On:			
Equipment Fee:		Paid On:			
Cleaning Fee:		Paid On:			
Security Fee:		Paid On:			