

# Nicholson Community Center Event Application

Thank you for choosing the Nicholson Community Center for your next event. To help us with the planning for your event, please fill out this form and return it to the Nicholson City Hall.

Charge for building rental: \$175.00

Deposit: \$200.00 (Cash) or \$150.00 check plus \$50 **cash**.

Type of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event 8-12 \_\_\_

1- 5 \_\_\_

6-10\_\_\_

Total Rental Fee: \_\_\_\_\_

There is a \$200.00 refundable deposit. The deposit will be refunded when the key is returned and the location has been inspected. When used on Saturday or Sunday, deposit will be given back on the following Wednesday.

A trash dumpster is provided outside. The following rules must be adhered to or deposit will not be refunded. **Pick up key on Friday before 2:00 p.m.**  
**City Officials and employees are NOT available on the weekends.**

Wi Fi password is: **cityhall**

We hope you enjoy our facility!

# **PLEASE READ CAREFULLY**

## **GENERAL**

- Heat and air is pre-set; this is typically not necessary to adjust.
- Take garbage out to dumpster located on side of building.
- Please sweep and mop. **Failure to do so will result in \$50 loss of deposit. NO EXCUSES FOR NO MOP AND NO SWEEP- LOSS OF DEPOSIT IF NOT DONE”.**
- Please do not take the new trash cans outside. Replace them with clean bags for the next renters.
- Lock all doors in building.
- Pour out all liquids before putting cups in garbage cans.
- Please do not put tape on walls, floors, or doors. Balloons may hang on chairs.
- No small nails or tacks of any kind on walls.
- No alcoholic beverages of any kind.
- Make sure you are out of the building when your allotted time is up so that inspections can be done in a timely fashion.
- Children should be supervised at all times.
- Please avoid council meeting area and other areas of the community center not included in this rental.
- The building has cameras and is being recorded.

## **KITCHEN & DINING AREA**

- Clean the kitchen well and be sure there is no grease on appliances and floors, or food left in the refrigerator.
- Wipe off all counters and tables.
- Take out garbage, replace canisters with new bags.

## **RESTROOMS**

- Make sure toilets are flushed and bathrooms clean. Take out all garbage and replace cans with new bags.

All night events must end by 10:00 p.m. unless authorized by the Mayor or Clerk. Music must be kept at a reasonable level to respect neighbors.

By signing below, you agree to abide by the rules presented above.

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Renter's Signature

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Date