

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 __

6-11 __

Total Rental Fee: _____

There is a \$200.00 refundable deposit. The deposit will be refunded, within 3 days, when the key is returned and after the location has been inspected for damages and clean up. A trash dumpster is provided outside. If you fail to follow the rules, clean up or there is damage the deposit **Will NOT** be refunded. **You must pick up the key on Friday before 2:00 p.m. City Officials and employees are NOT available on the weekends.**

PLEASE READ CAREFULLY

- Heat and air is pre-set. It usually is not necessary to adjust.
- Be sure that you clean the kitchen good, with no grease left on appliances or food left in the refrigerator. Make sure gas on stove is off.
- Please sweep and mop. Spot mopping is acceptable if no stains are left on the floor. **Failure to do so will result in \$50 loss of deposit.**
- Take garbage out to dumpster located on side of building.
- Please do not take the new trash cans outside. Replace them with clean bags for the next renters.
- Lock all doors in building.
- Make sure toilets are flushed and bathrooms clean.
- Make sure you are out of the building when your time is up so that others using it after you are able to get in for their time.
- No alcoholic beverages of any kind.
- Children should be supervised at all times.
- No one allowed in council meeting area or other areas of the community center not rented.
- Do not put things on the walls that will puncture or damage the walls.
- **The building has cameras and is being recorded.**
- Our cleaning service will check after your usage and notify city hall if it was cleaned properly.

All night events must end by 11:00 p.m. unless authorized by the Mayor or Clerk. Music must be kept at a reasonable level to respect neighbors. Bass must be kept low. No booming music. Wi Fi password available upon request.

If you have to set up the day before you may need to rent it for an additional day to guarantee set up.

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

Renter's signature

Date