

TOWN OF CONCORD COMMUNITY CENTER RESERVATION AND USE
W1095 Concord Center Drive

The Concord Community Center rooms, gym and kitchen are available for community use. Lawn area immediately adjacent to the Community Center can also be used. Kitchen use is included with rental.

There are two fee tiers:

* Concord resident rental fees:

One classroom (4 hours) \$25
Gym (4 hours) \$100

* Non-Concord resident rental fees:

One classroom (4 hours) \$50
Gym (4 hours) \$150

Call Beverly Stendel (262-593-2509) for dates the Community Center is available.

To reserve the Community Center fill out the last page of this form.

If you want to **sell** alcoholic beverages at your event, you must obtain a picnic license from the Town of Concord and hire a Concord licensed bartender. If alcoholic beverages are provided free, a permit is not required. Contact Beverly Stendel, 262-593-2509, for more information about selling alcoholic beverages.

Use Policies

Groups intending to use unusual equipment, or who plan to hold unique events, must list them under SPECIAL REMARKS (i.e. pony rides, bands, etc.) on the application form. With this, groups may be required to pay a refundable damage deposit fee as a means of protection of Town property.

Cancellations: Notice must be given at least three or more days in advance for a refund. The reservation date counts as one day.

Regulations:

1. For the duration of the event, the Applicant is held responsible for the preservation of order and noise control.
2. The User Group agrees to hold harmless the Town of Concord for loss or damage of personal property or injury arising from the use of the Community Center.

3. It shall be the responsibility of the User Group to maintain the Community Center throughout the event and to restore all areas to pre-reservation conditions. The User Group is responsible for any damage done to Town property.
4. No items or services shall be sold, solicited or exhibited without permission.
5. The Town Board Officials reserve the right to revoke permission to use the facility at any time.
6. The Town of Concord has a No Smoking policy in the old town hall and the Community Center.
7. If beer, wine/wine coolers and hard liquor are provided free, no bartender is necessary.
8. If beer or wine coolers are sold, a bartender must be on site and a Town of Concord one day picnic license must be purchased.
9. No hard liquor may be sold on Town of Concord property.

For more information call Beverly Stendel, 262-593-2509.

APPLICATION FOR USE OF CONCORD COMMUNITY CENTER

NAME OF APPLICANT: _____

NAME OF GROUP (IF APPLICABLE): _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

TELEPHONE: _____

DATE AND TIME OF EVENT: _____

Type of group (mark one): Concord resident ____ Non-Concord resident ____

Classrooms and/or gym (see fee schedule at top of form):

Classrooms: Number of rooms ____ Room Cost \$ _____

Gym: Gym Cost \$ _____

Total Rental Fee \$ _____

SPECIAL REMARKS or unusual equipment (see use policies):

I have read and understand the use policies and agree to the terms.

_____ Date: _____

Make check out to Town of Concord, and send application and check to:

Beverly Stendel
N6342 County Rd E
Oconomowoc, WI 53066