

16-0158



**Manitowoc Senior Center  
& Recreation Department**  
3330 Custer Street  
Manitowoc, WI 54220  
Phone: (920) 686-3060

## Manitowoc Senior Center Facility Rental Agreement

Date of Rental: Sept 10 - 16

Group/Organization Name: \_\_\_\_\_

- Community Group                       Government Agency
- Club/Organization                       Other: \_\_\_\_\_

Contact Person Name: Rick Goertz

Address: 1858 Belmont St City: Manitowoc

State: WI Zip: 54220 Phone Number: 920-686-2287

Email: \_\_\_\_\_

Purpose of Rental: Anniversary Party

Equipment Request: \_\_\_\_\_

Hours Needed: Start time: 1130 End Time: 800 Total Hours: 9 1/2

(\*Rental Time includes set-up & clean-up time.) Est. Attendance: \_\_\_\_\_

Area Requested: (See reverse side for more detail)

- North Assembly     Center Assembly     South Assembly
- Social Room         Class Room         Sewing Room
- Coffee Shop         Kitchen (\*adjacent to South Assembly & Coffee Shop)

This rental agreement is made and entered into by and between the City of Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Renter". The parties agree as follows: The Renter understands his/her responsibility is to set up, clean up and restore premises within the time period listed above. Renter agrees to hold the City harmless for any and all damages, claims or personal injury claims occurring during the term of this contract. It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the Renter and that the City shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. Renter agrees to be responsible for any damages incurred to City. Damages incurred to the property will be billed to the Renter. RG (initial)

Rental fees shall be charged in accordance with the fees and charges schedule listed on the reverse side of this application. Rental fees must be paid at the time of registration.

Signature: Rick Goertz Dated: 2-4-15

Print Name: \_\_\_\_\_

\* Requesting permission for serve alcohol.

NEED TABLES →

FACILITY RATES					
Room	Max Capacity	Total Hours Requested	Rates	Charges	Additional Information
North Assembly	124		\$50/3 hours \$10/ea addl hour		10ft long tables available
Center Assembly	139	7	\$50/3 hours \$10/ea addl hour	180	10ft long tables available
South Assembly	112	7	\$50/3 hours \$10/ea addl hour		10ft long tables available
Social Room	40		\$25/3 hours \$10/ea addl hour		Room has 7 Round Tables & 28 Chairs
Classroom	40		\$25/3 hours \$10/ea addl hour		10ft long tables available
Sewing Room	25		\$25/3 hours \$10/ea addl hour		Room set up in Conference style
Coffee Shop	24		\$25/3 hours \$10/ea addl hour		Room has 6 Round Tables & 24 Chairs
Kitchen			\$25/3 hours \$10/ea addl hour		Stove/Oven, Refrigerator, Sink
After Hours Attendant Fee			\$10 per hour	80.00	Fee charged if facility is rented after normal business hours of M-F 8a-4p & 2 <sup>nd</sup> Sunday 12:30-4:30p

EQUIPMENT RENTAL RATES			
TV/VCR, Coffee Pots	\$10 per event		
Overhead/LCD Projector	\$25 per event		
	<b>Total Charges.....</b>		\$ 260.00
Tables	<i>See above for tables available per room.</i>		
Microphone/Podium	Needed: [ ] Microphone [ ] Podium		

\* Acceptable forms of payment for facility rental: Cash or Check

**AMOUNT DUE.....** \$

For Office Use Only

Authorized Signature: *Dennis Gane* Date: 2-4-16  
 Date Paid: \_\_\_\_\_ Paid by: [ ] Cash or [ ] Check # \_\_\_\_\_

Notes:

*Not Paid as of yet.*

Please return form to the Manitowoc Senior Center/Recreation Department located at 3330 Custer Street, Manitowoc, WI 54220 (920) 683-4045 Business Hours: M-F 8am-4pm