TAYLOR COMPLEX HALL RESERVATION FORM

NAME _____

ADDRESS _____

CONTACT PHONE # _____

TYPE OF EVENT _____ NUMBER OF GUESTS _____
Maximum of 60

DATE OF EVENT _____

TIME EVENT STARTS _____ TIME EVENT ENDS* _____

***$50 WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT FOR EACH ½ HOUR YOU REMAIN ON OUR PREMISES AFTER STATED END TIME**

WILL YOU BE USING OUTDOOR AREAS? YES OR NO

WILL YOU REQUIRE USE OF OUR WARMING OVENS? YES OR NO

WILL YOU HAVE A DJ? YES OR NO
(PLEASE NOTE MUSIC VOLUME MUST COMPLY WITH VILLAGE ORDINANCES)

RENTED AREAS MUST BE CLEAN AND ALL BAGGED GARBAGE PUT IN OUTSIDE DUMPSTERS

THERE IS **NO SMOKING INSIDE** RENTED AREAS

$100 SECURITY/DAMAGE DEPOSIT _____
WILL BE RETURNED IF RENTED AREAS ARE CLEAN AND FREE OF DAMAGE

DOWN PAYMENT _____
RENTER FORFEITS DOWN PAYMENT IF RESERVATION IS CANCELLED

BALANCE DUE _____
BALANCE DUE MUST BE PAID AT LEAST A WEEK PRIOR TO RENTAL

THE VILLAGE OF ELMWOOD PARK, WI SHALL NOT BE HELD LIABLE FOR DAMAGE OR INJURIES TO THOSE ATTENDING YOUR EVENT

RENTER'S SIGNATURE ACKNOWLEDGES ABOVE STATEMENT _____

RENTAL AGENT _____ DATE _____

RENTER CONFIRMS RENTED AREAS ARE CLEAN AND FREE OF DAMAGE AT START TIME _____
INTITAL

CLOSER CHECKS RENTED AREA AND CONFIRMS THEY ARE CLEAN AND FREE OF DAMAGE _____
INITIAL