



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

Manitowoc Senior Center Facility Rental Agreement

Please return completed form and applicable fees to our office at least 10 days prior to event.

Name of Person/Group: _____

Community Group Government Agency Club/Organization Other: _____

Name of Contact Person (if different from above) _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Alternate Phone: _____

Email: _____

Type of Function: _____

Date Required: Mon Tue Wed Thur Fri Sat Sun _____
Month / Date / Year

Time Required:

From: _____ AM/PM To: _____ AM/PM Event Start Time: _____

*(Set-up and clean-up times must be included in hours.) Total Hours Required: _____

Estimated Attendance: _____

Area Requested: *(See reverse side for more detail)*

*Fees: \$50 1-3 hours + \$10 each addl. hour

- North Assembly Room
- Center Assembly Room
- South Assembly Room

*Fees: \$25 1-3 hours + \$10 each addl. hour

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


***Additional Fee:** \$10 per hour attendant fee if booked outside of normal business hours which are Monday through Friday 8:00am – 4:00pm. You will be billed for this portion after the rental.

Additional Equipment Requested:

- TV/VCR/DVD [\$10 per event]
- Coffee Pots [\$10 per event]
- Overhead/LCD Projector *(located in the center assembly)* [\$25 per event]
- Microphone/Podium *(available in center and south assembly)* [no charge]

Visit the City of Manitowoc Senior Center and Recreation Department website for more information.

www.manitowoc.org/seniorcenter and www.manitowoc.org/parksandrec

Room	Additional Information		Room	Additional Information	
North Assembly	10ft long tables available. 124 max capacity.		Social Room	Room has 7-60" round tables (set for 28 ppl) 40 max capacity.	
Center Assembly	10ft long tables available Stage, Screen, and DVD projector 139 max capacity.		Class Room	5-10ft long tables available. 40 max capacity.	
South Assembly	9-60" round tables + 1-10ft long table. (set for 64 ppl) 112 max capacity.		Sewing Room	3-10ft long tables. Room set up in conference style. 25 max capacity.	
Coffee Shop	Room has 6-3.5ft round tables (set for 24 ppl) 24 max capacity.		Confere nce Room	Small conference room, one table. 12 max capacity.	
Kitchen	Stove/Oven, Microwave, Refrigerator, Sink, Stainless Steel Counters				

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. _____ (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. Attendant fee (if applicable) will be billed and due upon receipt and should be made payable to the Manitowoc Senior Center.

Signature: _____ Dated: _____
 Print Name: _____

Office use only:		Total
Room Fee: up to 3 hour	Assembly Rm \$50 / Other \$25	\$
Add'l Room Fee: up to 3 hours	Assembly Rm \$50 / Other \$25	\$
Additional hours: after 3 hrs	\$10 per hour x _____ hrs	\$
Additional Equipment Fee	*indicated on reverse side	\$
TOTAL DUE at time of request	Date Paid:	\$ Chk/CC/Cash
Attendant Fee (to be billed) Date Billed:	_____ hrs x \$10.00/hr Date Paid:	Balance Due: \$

Please return this form to the Manitowoc Senior Center/Recreation Department located at 3330 Custer Street, Manitowoc, WI 54220 (920) 686-3060. Business Hours: M-F 8am-4pm