



DEFOREST MEETING ROOM RESERVATION FORM

Village of DeForest, 120 S Stevenson Street, DeForest, WI 53532 (608) 846-6751
Hours: 7:30-4:30 Monday-Thursday, 7:30-2:00 Friday

Table with columns: MEETING ROOM, CAPACITY, RESERVATION & USE FEES (DeForest Resident, Non-Resident, 501(c)3 Non-Profit**), SECURITY DEPOSIT*. Rows include DeForest Commons and Discovery.

**501(c)3 organizations are eligible to have the room rental fee waived one time per month.

Table with columns: ADDITIONAL AMENITIES, WHEN APPLICABLE, SECURITY DEPOSIT*. Rows include Meeting Room Key, Light Food & Beverage, and Alcoholic Beverages.

*Refund of security deposit(s) is subject to the conditions listed in the Policy for Use of Meeting Rooms and agreed upon according to the signature below. Refunds will be processed 1-2 weeks after the event.

**Alcohol beverages may not be sold or purchased on the premises without a license.

The Room Reservation Fee and any applicable security deposits (except the Meeting Room Key) are required at the time of reservation. Checks should be made payable to Village of DeForest. The Meeting Room Key security deposit is required when the key is picked up. Total rental fee includes applicable sales tax.

Applicant's Name (Please Print) Phone #

Address E-Mail

Event/Organization (Required)

Please check this box if your event is for amusement (birthday/anniversary/shower), entertainment, or recreational purposes

Are you a 501(c)3 non-profit organization? Yes No If yes, please submit proof of your status with application.

Date(s) Requested Hours of Event: Number of People

Other Information

I do hereby respectfully make application to the Village Board of the Village of DeForest, Dane County, Wisconsin for use of a Village Hall meeting room. I have read and understand the conditions of this application and regulations governing the use of the Village Hall meeting rooms. I also understand any violations of these policies may result in the loss of deposit and may prohibit future use of the facilities by me and/or the organization I represent.

Applicant's Signature Date

For office use only Cash Check # Date Paid Fee Paid
Account Number 100-48599-000; (6)(608) Misc Revenue

Clerk's Office Approval Signature Date

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

PLEASE READ ALL OF THE FOLLOWING TERMS CAREFULLY BEFORE SIGNING

In consideration of the Village of DeForest renting its facilities to me, I agree to the following:

I. Definitions. For purposes of this agreement:

- A. The term "attendee" means any person invited to or attending the meeting or event for which the Village of DeForest facilities were rented, irrespective of any rental charge.
- B. The term "Village of DeForest facilities" includes any area rented to or which is made available for use to the renter and attendees, including parking areas, common areas and restrooms.
- C. The term "claims" includes any claims, losses, damages and costs, including reasonable attorney fees incurred by the Village of DeForest, due to personal injury, illness or wrongful death, or property loss.

II. Indemnification and Hold Harmless Obligations. I agree, at my sole expense, to indemnify, defend, save and hold harmless the Village of DeForest, including its officers, agents, employees and staff, from any and all claims arising out of my use of, and any attendee's use of, Village of DeForest facilities, caused in any part by my own negligent or intentional acts, or caused in any part by any attendee's negligent or intentional acts. I further agree that the Village of DeForest, including its officers, agents, employees and staff, shall have no liability or responsibility for any claims caused by such negligent or intentional acts.

III. Acknowledgment. I acknowledge that I am legally competent to sign this Hold Harmless and Indemnification Agreement. I understand that the terms of this Agreement and that the terms constitute a contract. I further acknowledge that by signing below I am individually obligated to fulfill the terms of this Agreement, in addition to any business or other entity that may also be so obligated.

Signature (sign individually)

Date (Month/Day/Year)

Print name of person signing above