

Community Center Attachment "A"

It is requested that the City of Willcox perform the following checked tasks:

<p>General</p> <p><input type="checkbox"/> <input type="checkbox"/> Issue chairs: _____. Available = 100 (folding); 32 (padded)</p> <p><input type="checkbox"/> <input type="checkbox"/> Issue tables: _____. Available = 30 (8'x2½'); 12 (6'x2½'); 11 (3'x3')</p> <p><input type="checkbox"/> <input type="checkbox"/> Review operation of heating and AC.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review operation of lighting.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review general cleaning requirements.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review restroom cleaning requirements.</p> <p>Ballroom</p> <p><input type="checkbox"/> <input type="checkbox"/> Provide Ballroom key - (AG1).</p> <p><input type="checkbox"/> <input type="checkbox"/> Other: _____.</p> <p>Dining Room</p> <p><input type="checkbox"/> <input type="checkbox"/> Provide Dining Room key - (Skeleton).</p> <p><input type="checkbox"/> <input type="checkbox"/> Other: _____.</p> <p>Lounge</p> <p><input type="checkbox"/> <input type="checkbox"/> Provide Lounge key - (AG4)</p> <p><input type="checkbox"/> <input type="checkbox"/> Other: _____.</p>

<p>Kitchen</p> <p><input type="checkbox"/> <input type="checkbox"/> Provide key (AG5).</p> <p><input type="checkbox"/> <input type="checkbox"/> Review operation of Dishwasher.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review operation of Freezer.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review operation of Ice Maker.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review operation of Lighting.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review operation of Range.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review operation of Range Hood.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review operation of Refrigerator.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review operation of Warmer.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review cleaning requirements.</p> <p><input type="checkbox"/> <input type="checkbox"/> Other: _____.</p> <p>Sound System</p> <p><input type="checkbox"/> <input type="checkbox"/> Provide Sound Room key - ("X").</p> <p><input type="checkbox"/> <input type="checkbox"/> Review operation of Sound System.</p> <p><input type="checkbox"/> <input type="checkbox"/> Other: _____.</p>
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Unless otherwise specified, trash cans are emptied and restrooms are cleaned and restocked on a daily basis only on weekdays. Arrangements for additional tasks may be requested.

Special Arrangements:

Comments/Suggestions:

Community Center Attachment "B"

Participant agrees to perform the following checked tasks:

General

- Obtain keys by 3:30 p.m. (1) one business day prior to the event.
- Verify number of chairs issued _____.
- Verify number of tables issued _____.
- Return keys within one (1) business day.
- Ballroom chairs - fold and place along North wall.
- Ballroom tables - fold and place along North wall.
- Dining room chairs - fold and place along North wall.
- Dining room tables - fold and place along North wall.
- Lounge chairs - fold and place along West wall.
- Lounge tables - fold and place along West wall.

Cleaning

- Remove all decorations, sweep and mop, and place garbage bags in dumpster. All areas should be left in the same or better condition as received.
- Clean Ballroom.
- Clean Dining room.
- Clean Kitchen.
- Clean Lounge.
- Clean Restrooms.
- Clean Stage Area.

If Serving Alcohol

- Provide \$1,000,000 in Liquor Liability Insurance naming the City of Willcox as additionally insured.
- Provide Security approved by the Willcox Police Department.
- Obtain Special Event Liquor License. (Arizona Department of Liquor Licenses and Control - www.azliquor.gov)
- Obtain City Council approval.

If Selling Products

- Obtain City Business License(s).
- Obtain Sales Tax License(s).

- If your event includes decorating the facility, please keep in mind that any damage from placing or removing decorations may result in surrendering deposits.
- It is the responsibility of the Participant to verify that all furnishings included in the reservation agreement are in place and in good repair at the conclusion of the event. Replacement cost for missing or damaged items will be based on current replacement cost. Restitution must be made within five (5) business days of the event.
- All equipment or personal items belonging to the Participant shall be removed by 12:00 a.m. the day following the event or additional rental fees may be charged.
- Premises shall be left clean and in good repair or deposit will be surrendered. Other charges may be assessed if significant damage occurs.
- City of Willcox officials reserve the right to enter and inspect the premises during the event.
- Participant is responsible for establishing control of the area(s) requested for use. The City of Willcox is not responsible for loss due to acts of God or vandalism or by actions of others not affiliated with the City of Willcox.

Contact information:

Public Works Department ----- 520-384-6447
Public Works Department (After hours) - 520-507-1989

Community Center
Attachment "C"

Rental Fees and Deposit

	Use	Amount	Number of Days	Total	Paid	Date
X	Application Fee	\$50.00		\$50.00		
	Main Hall	\$150.00				
	Main Hall & Dining Rm.	\$170.00				
	Main Hall & Fireplace Rm.	\$170.00				
	Main Hall & Dining Rm. & Fireplace Rm.	\$190.00				
	Main Hall & Kitchen	\$190.00				
	Main Hall & Kitchen & Dining Rm.	\$210.00				
	Main Hall & Kitchen & Fireplace Rm.	\$210.00				
	Entire Facility	\$230.00				
	Dining Rm.	\$40.00				
	Dining Rm. & Fireplace Rm.	\$60.00				
	Dining Rm. & Kitchen	\$100.00				
	Fireplace Rm.	\$40.00				
	Fireplace Rm. & Kitchen	\$60.00				
	Fireplace Rm. & Dining Rm. & Kitchen	\$120.00				
	Kitchen	\$80.00				
Total Fees						
X	Cleaning and Damage Deposit	\$125.00		\$125.00		
Total Fees and Deposit						

- The City of Willcox reserves the right to refuse reservations.
- Participant must be at least 21 years of age to reserve facilities.
- Participant may reserve one (1) day prior to the event to set up for event without additional charge for the day providing another event is not already scheduled.
- Fees and certificate of insurance must be remitted at least sixty (60) days prior to the scheduled use.
- All fees must be paid prior to the issuance of keys.
- Cancellation of reservation within thirty (30) days of the activity will result in surrender of \$50.00 application fee and one-half (½) of rental fees.
- Returned checks are subject to a twenty-five dollar (\$25.00) fee.

City Condition Verification

I have inspected the condition of the facilities specified under this agreement and have found them to be in _____ Satisfactory _____ Unsatisfactory condition.

I recommend that _____ All _____ None _____ Other of the deposit be returned.

_____ Damage has occurred directly related to this event.

Damages are estimated to cost _____ which must be remitted within five (5) days.

Notes: _____

City of Willcox Representative Signature

Date