Community Center Attachment "A"

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

General Issue chairs: Available = 100 (folding); 32 (padded) Issue tables: Available = 30 (8'x2½'); 12 (6'x2½'); 11 (3'x3') Review operation of heating and AC. Review operation of lighting. Review general cleaning requirements. Review restroom cleaning requirements. Ballroom Other: Other:	Kitchen Provide key (AG5). Review operation of Dishwasher. Review operation of Freezer. Review operation of Ice Maker. Review operation of Lighting. Review operation of Range. Review operation of Range. Review operation of Range Hood. Review operation of Refrigerator. Review operation of Warmer. Other:
 Dining Room Provide Dining Room key - (Skeleton). Other: Lounge 	Sound System □ □ □ □ □ □ Review operation of Sound System. □ □ ○ □ Other:
 Provide Lounge key - (AG4) Other: 	

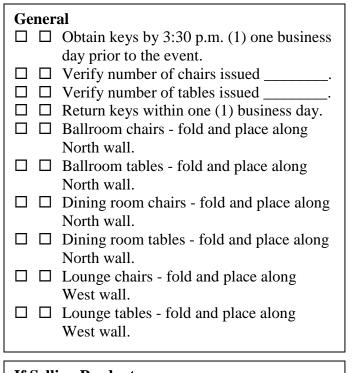
Unless otherwise specified, trash cans are emptied and restrooms are cleaned and restocked on a daily basis only on weekdays. Arrangements for additional tasks may be requested.

Special Arrangements:

Comments/Suggestions:

Community Center Attachment "B"

Participant agrees to perform the following checked tasks:



If Selling Products

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

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.
- $\Box \ \Box$ Clean Ballroom.
- \Box \Box Clean Dining room.
- \Box \Box Clean Kitchen.
- \Box \Box Clean Lounge.
- \Box \Box Clean Restrooms.
- \Box \Box 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 - <u>www.azliquor.gov</u>)
- □ □ Obtain City Council approval.
- 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		
Х	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					
Х	Cleaning and Damage Deposit	\$125.00		\$125.00				
		Total Fees a	nd 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