



Carow Park Pavilion Rental Agreement

Resident Non-Resident Other

Organization: _____

Function: _____

Name: _____

Mailing Address: _____

Street Address: _____

Phone: _____ Person in Charge: _____

Email: _____

Reservation Request:

Date: (1st choice) _____ (2nd choice) _____ Time: _____

Approximate number of people: _____

Pavilion with kitchen

Pavilion without kitchen

Bar Facility Name of bartender: _____

(attach copy of license)

Deposit enclosed: \$ _____ Date of Payment _____ Cash _____ Check _____

Facility Fee of: \$ _____ due 48 hrs prior to event. Date of Payment _____ Cash _____ Check _____

I have read and understand the attached rules of the Town of Mercer Community Center and agree to abide by them and assume full responsibility for any violations thereof.

Signed: _____

Date: _____

Title (if applicable): _____

NO license is required at private parties where alcoholic beverages will be served at no charge. However, the person(s) in charge remain responsible for laws pertaining to underage drinking.

NO LIQUOR MAY BE SOLD AT ANY TIME

as of May 2022

Carow Park Pavilion Rental Rules

General

- All lights must be turned off and all doors locked when event has ended
- Tables are to be wiped down
- All floors must be swept clean and mopped
- All garbage must be bagged and removed by the user by 9:00am on the day following the function. If not, the user will be charged.
- The hall and grounds must be cleaned by 9:00am the day following the function
- All food and dishes must be removed that day

Kitchen

- Towels, dish cloths, and paper towels are to be furnished by user.
- Clean sink and countertop.
- Wipe out refrigerator and freezer if used.
- Sweep and mop floors

Cleaning Inspection

If user cleans the pavilion, then the custodian will do an inspection and if it is necessary to do additional clean up, the user will be charged \$25.00 an hour which will be deducted from the security deposit. Custodian will check equipment inventory before and after the event. The cost of replacement or repair of missing or damaged items or cleaning will be deducted from the security deposit or billed accordingly. A cleaning contract may be arranged with the custodian upon request.

Park Board Members

Tanner Hiller (Chair), Matt Schoeneman, Bill Brundage, Melissa Biszak, and Brenda Nelson

Emergency Telephone Numbers

Police	911
Fire	911
Ambulance	911

THANK YOU FOR YOUR COOPERATION

Carow Park Pavilion Fees		
	Fee	Security Deposit (refundable)
Mercer Residents/ Organizations	\$75	\$100
Non-Residents/Organizations	\$125	\$100
Annual Membership for Mercer Organizations	\$75	\$0

as of May 2022

Phone: 715-476-2403 | Fax: 715-476-9152 | Email: tomiron@centurytel.net | PO Box 149, Mercer, WI 54547



Carow Park Pavilion Cleanup Checklist

(Return this sheet with the key to the Town Office)

- _____ **1.** Wipe tables and return to original position
- _____ **2.** Remove all food and beverages.
- _____ **3.** Pack up all inside and outside garbage.
- _____ **4.** Clean all used dishes and utensils and return to proper cabinets/drawers.
- _____ **5.** Clean sinks and countertops.
- _____ **6.** Clean bar sink, counters and equipment used.
- _____ **7.** Clean refrigerators and freezers (inside and out) with soap and water.
- _____ **8.** Clean up outside area.
- _____ **9.** Sweep and mop floors
- _____ **10.** Remove all garbage from premises directly after the activity.
- _____ **11.** Close and lock front and all side rolling doors.
- _____ **12.** Lights out and doors locked.
- _____ **13.** Check bathrooms for damage, graffiti and cleanliness

Date: _____

Signed: _____