

WILLARD CITY DEPOT RESERVATION FORM

- 1 Total amount due must be paid within two to three weeks of making the reservation. If there is not two to three weeks between the time you make your reservation and the day of your reservation, payment is due immediately. If, for any reason, you decide to cancel your reservation BEFORE YOU REMIT PAYMENT, please advised us at (419) 933-2581. **ALL FEES MUST BE PAID IN ADVANCE - NO REFUNDS.**
- 2 Fee structure is as follows: \$50 per hour
 \$150 for 4 hours
 \$225 all day (6:00 AM to Midnight)
- 3 **NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE DEPOT BUILDING OR ON CITY PARK PROPERTY.**
- 4 The depot building must be cleaned after use. Custodial equipment is in the following locations:
 - * Under the kitchen sink
 - * Men's restroom
 - * Beside refrigerator

You must bring trash bags and they must be removed and placed in the dumpster outside the building (west side of building by parking lot). Failure to properly clean in the building may result in a \$50 clean-up fee, plus losing the right to reserve the building in the future.
- 5 The **FIRE CODE** allows **117 people** in the building at one time.
- 6 **Keys to open and close the building must be picked up at the Police Station, 631 S. Myrtle Ave. Your driver's license will be used as a deposit. You must relock the building after use and return the keys to the Police Station.**
- 7 The fireplace may be used during the winter months. Firewood and newspapers are beside the piano. The damper for the fireplace is the knob on the top left-hand side. Make sure the fireplace insert is plugged in. (Any questions, call the recreation department M - F, 8:30 am to 5:00 pm (419) 935-1564.
- 8 You must have permission from the Recreation Director before bringing any tables and chairs into the Depot building.
- 9 The undersigned person agrees to be responsible for all rules and all damages to the building.
- 10 Public service groups are exempt from paying, providing the depot has not been reserved and with the approval of the Recreation Director or City Manager.
- 11 All snow removal on walks in front of the Depot is the responsibility of the group renting the building. Snow shovels and brooms are in the Men's restroom.
- 12 There is no telephone in the Depot Building.
- 13 The physical address for the Depot is 542 S. Main St. (on Park Drive), Willard, OH 44890

***** PLEASE DETACH AND RETURN THE BOTTOM PORTION WITH PAYMENT *****

Date Reserved _____

Signature of Person Rerserving

starting time: _____

finishing time: _____

Printed Name

Amount Due _____ Date Paid _____

Payment by: check # _____
 money order # _____
 Cash _____

Address _____
Telephone _____
Organization _____
Approximate number attending _____

Make checks payable and remit to: City of Willard
Recreation Department
PO Box 367
Willard, OH 44890

Thank You for your Reservation!