



# City of MONDOVI

156 S. Franklin St., Mondovi, WI 54755

Tel. 715-926-3866

## MIRROR LAKE PAVILION RESERVATION

NATURE OF EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

REQUESTING:  SHELTER \$25 PLUS \*REFUNDABLE DEPOSIT OF \$100

SHELTER W/KITCHENETTE ACCESS \$25 PLUS \*REFUNDABLE DEPOSIT OF \$100

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_

EXPECTED ATTENDANCE: \_\_\_\_\_

\*DEPOSIT FEE OF \$100 TO BE RETURNED AFTER THE EVENT IF SHELTER/KITCHENETTE ARE LEFT AS FOUND

Mirror Lake Pavilion reservations will not be final without payment of appropriate deposit and this signed agreement by the person (over the age of 18) who will be present and in charge of the event. By signing below, user acknowledges and agrees to all terms of the "User Agreement Conditions" attached.

\_\_\_\_\_  
Signature of User / Group Representative

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Representative – City of Mondovi

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

<i>OFFICE USE ONLY</i>	
DEPOSIT FEE:	RENTAL FEE:
Date: _____ \$_____	Date: _____ \$_____
Check #: _____ Cash_____	Check: # _____ Cash_____



Deposit Fee Refunded   Y   N - Reason if No \_\_\_\_\_  
Date: \_\_\_\_\_ Check sent to: \_\_\_\_\_ City Official \_\_\_\_\_

## Mirror Lake Pavilion User Agreement Conditions

Persons or organizations using the Mirror Lake Pavilion are responsible for the conduct of their members and guests. In the case of damage by the group, such damage shall be paid for by the persons or organizations using the pavilion. If any damage is incurred, the user will be charged accordingly to repay or repair the damaged item(s) to original conditions. Payment must be made immediately on demand. All areas of the pavilion must be left clean and in-order for the next user. **The city of Mondovi will not be held responsible for accidents, injuries, losses, or damages of any kind.**

Scheduling arrangements are made through the City Clerk's office based on a first come, first serve basis, determined by a signed user agreement and paid fee of \$25.

City Hall, 156 S. Franklin St., Mondovi, WI 54755 Phone: 715-926-3866.

### RULES FOR USING PAVILION:

- User must sign out a key at the City Hall on the day of the event or on the Friday before a weekend event. City Hall hours are Monday – Friday 8 a.m. - 5 p.m. After the event drop the key in the drop box located to the left of the City Hall door.
- All doors and windows must be closed and secured when the building is vacated.
- All floors must be swept after each use.
- Each group is responsible to set up and return the facility to the original condition.
- No glass beverages allowed on the premises.
- Staple guns, nails, or tacks are not allowed for decorating or other purposes. Masking tape only may be applied for decorating purposes and must be completely removed.
- The kitchen is a serving kitchen only.
- Any items that are brought in and left behind will result in a loss of the security deposit. Make sure you leave the pavilion like you found it.
- Users are responsible for placing all garbage in the garbage cans. No garbage should be left on the ground that may end up in the lake.

### DEPOSIT:

- Refundable deposit of \$100.00 for the use of the kitchenette. (Paid separately and returned with satisfactory inspection of the facility after the event).

### Check List before you leave:

- |   |  |
|---|--|
| <input type="radio"/> Sweep                   | <input type="radio"/> Make sure water is off   |
| <input type="radio"/> Lock doors/windows      | <input type="radio"/> Take all your belongings |
| <input type="radio"/> Wipe off countertops    | <input type="radio"/> Turn off lights          |
| <input type="radio"/> Put all garbage in cans | <input type="radio"/> Return key to City Hall  |