

Waupaca Historical Society Meeting Room Use Application

Holly Center Office OPEN Wednesday-Thursday, 10 am—2 pm; Friday, 10 am—4 pm

Email: director@waupacahistoricalsociety.org

Individual/group requesting room: _____

Address: _____

Phone: _____ Email: _____

I am requesting the use of:

- ☐ Cynthia Holly Meeting Room (Holly Center) ☐ Depot

The facility is needed for:

- ☐ One-time event (date and hours): _____
☐ Weekly/monthly meetings (days and times): _____

Number of people attending: _____

Will food/beverages be served? ☐ YES ☐ NO Will alcohol be served? ☐ YES ☐ NO

Fee/Deposit Requirements (due at time of application, please check all that apply):

- Meetings, small gatherings and parties
 - ☐ \$50/half day (4 or less hours) ☐ \$75/full day (4+ hours)
- Large events and parties (weddings, wedding rehearsals, rehearsal dinners)
 - ☐ \$125 for large event (up to 75 people, includes additional set-up if needed)
 - ☐ \$200 for large event (75+ people, includes additional set-up if needed)
- Non-Profit Group Use: \$100 Yearly Fee (may be waived for small groups or special circumstances by the WHS Board of Directors)
 - ☐ Fee Waiver Requested
- Program/event with admission fees (not associated with the Waupaca Historical Society)—this is in addition to one of the above charges.
 - ☐ \$10 per hour charge for use of room Hours needed: _____
 - ☐ Event must also be approved by the WHS Board

All must also include \$50 Refundable Security Deposit (separate check)

Total Amount Paid = \$ _____

Please make checks payable to the Waupaca Historical Society and return with application to: Waupaca Historical Society, 321 S. Main St, Waupaca, WI 54981.

I agree to all terms and conditions as set forth in the "Meeting Room Policy." A copy of this policy has been given to me.

Signature, Individual or Group Representative

Signature, WHS Director

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Application Accepted: ☐ YES ☐ NO Date: _____

Room Inspection (Date): _____ Deposit Returned: _____