

Centennial Community Center
PO Box 100, Stetsonville, WI 54480
Phone: 715-678-2000
www.centennial-community-center.com

You have indicated an interest in renting the Centennial Community Center for a special occasion. This handout is the same information we discussed in our initial conversation, either by phone or in person, and contains the information that will encourage questions and answers as we go along.

Security Deposit and Cancellation: Our policy requires a security deposit of \$350.00 within 15 days upon receipt of the “Booking Deposit” form. The entire \$350.00 will be applied to your final bill, unless damages to the hall have incurred. If at any time you no longer desire this secured date, please inform us as soon as possible so this date may become available to others. If the date is canceled more than 90 days prior to the event, the entire deposit will be refunded. However, you will forfeit \$100.00 of the security deposit if the cancellation occurs 90 days or less from the date of the event.

Pre-payment of Event: Payment of an estimated cost of your special event must be received 14 days prior to the event or the doors may not be opened.

Pre-payment Calculation: The pre-payment amount is calculated by the number of guests that plan to attend your special event. Example: 200 guests have mailed in their RSVP; pre-payment toward the cost of the food would be: \$10.00 per plate x 200 guests=\$2000.00, *plus*, the pre-payment toward the cost of the bar would be: \$7.00 x 200 guests=\$1400.00. The total pre-payment amount would be \$3400.00

Final Invoice: After the event, you will be billed for any additional amount owed; minus the \$350.00 security deposit (if no damages were incurred) and minus the pre-payment that was paid 14 days prior to the event. *See “Special Event – Buffet Style” handout; set up/clean up, hall rental, servers, tax when applicable, etc. Payment of the final invoice will be due 15 days upon receipt. If there is any overpayment, you will be reimbursed.

Decorations: The Centennial Community reserves the right to have the final decision on decorations; no open flame candles, candles must be battery operated, confetti on tables and duct tape on the floor are discouraged. The hall cannot be left open, so arrangement to obtain a key for decorating and recovery of decorations must be made. If you need to get into the hall prior to your event date and after, a \$25.00 per day charge *may* be held from your deposit. Carry-ins are not allowed, and decorations and food *should* be picked up the night of the event.

Prices Subject to Change: Due to the rising costs on food and liquor, prices are subject to change.

The Centennial Community Center Offers:

- Excellent customer service and friendly staff
- Seating capacity for 300 at one sitting, second seating available
- Special requests welcome
- Air-conditioned facility
- No charge for family style on head table and up to three reserved tables
- Fully staffed and stocked bar
- China and flatware are used at all events unless specified differently
- Cake will be cut and served by our staff at no additional charge
- “Smoke Free” upon request
- Event key service

Thank you for your interest in the Centennial Community Center.

ACCEPTED AND AGREED:

Responsible Party

Date

Community Center Representative

Date