

City of Blair  
122 S Urberg Ave.  
PO Box 147  
Blair, WI 54616  
608-989-2517

### Council Chambers User Agreement

Individual or Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business or Cell Phone \_\_\_\_\_

Rental Date Requested \_\_\_\_\_ Type of Event \_\_\_\_\_

**2020 Rate - \$25.00**

Persons or organizations renting the Council Chambers are responsible for the conduct of their members and guests. The Council Chambers must be left in good order. In the case of damage, the person or organization that signed the User Agreement for the event shall pay for such damage.

#### TERMS & CONDITIONS

- User must make a reservation through the City office.
- The user assumes responsibility for serving safe food and beverages. The City shares no responsibility for the quality of foods and beverages served.
- Persons or organizations using the Council Chambers must clean the facilities – wipe all tables, and return chairs and tables to there previous positions.
- No permanent alterations or defacing, such as staple gun use, are permitted for decorating or other purposes. Tape applied for decorating purposes must be completely removed.
- The Council Chambers is smoke free.
- The City of Blair reserves the right to reject or approve any request for use of the city facilities.
- A key for the Council Chambers must be picked up at the City office Monday-Friday, 8:00 a.m. – 4:30 p.m.
- Payment in full of the current rate at the time of reservation is required within one week or the reservation will be cancelled. The price of Council Chambers reserved for future years is subject to change. **IN THE EVENT OF A PRICE INCREASE, YOU WILL BE RESPONSIBLE FOR THE DIFFERENCE.**

NOTE: ALL FEES ARE NON-REFUNDABLE

By signature of this agreement the person or organization acknowledges all terms & conditions of the user agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date