

Hawks Inn Visitors Center Use Agreement

Group Name: _____

Person in Charge: _____ Telephone: _____

Address: _____

Date Requested: _____ Number of People: _____

Time of Use: From: _____ To: _____

Deposit: _____ (minimum \$100 non-refundable plus \$250 security deposit)

- Sixty (60) people maximum for a sit down dinner. Eighty (80) people maximum for a stand up dinner.
- Facilities available for "food service" catering.
- Alcoholic beverages restricted unless an exception is arranged for wine or champagne punch receptions.
- No smoking inside the building.
- Decorations upon approval.
- Hours of availability are 7am – 11 pm.
- Daily fee for the Visitors Center (VC) inside use is: \$375 for up to six (6) hours use and \$50 per hour after.
- Daily fee for the VC grounds use is: \$300 for up to six (6) hours use and \$50 per hour after. This fee is separate from the inside fee.
- The user is responsible for all clean-up. If the facilities are not restored in a manner satisfactory to management, your security deposit will be assessed. Any excess cleaning costs and/or damage repair will be billed.
- A fee of \$35 per hour or fraction of will be charged for set-up, clean-up, take-down and pick-ups. This includes catering.
- User to indemnify and hold harmless Hawks Inn for any and all liability for injury to any guests and/or damage to property.

Fees subject to change unless signed and dated.

ACCEPTANCE

I hereby accept the rules and regulations as set forth and understand that this Agreement, and all of the terms stated above, represents a binding enforceable contract.

Signature: _____

Date: _____

Mail to:
Hawks Inn Historical Society, Inc.
PO Box 180104
Delafield, WI 53018-0104

For more info call:
Mary Daniel
262.646.4794

Office Use Only:

Deposit Date _____

Amount _____

Check # _____