

# TOWN OF OGDEN DUNES COMMUNITY CENTER

## Reservation and Maintenance Agreement

REQUIRED FEE SCHEDULE: (Payable to THE TOWN OF OGDEN DUNES)

Meeting Room Reservation Use Fee.....\$ 200.00 resident /\$ 350.00 non-resident  
Refundable Security Deposit .....\$ 100.00 resident / \$ 150.00 non-resident  
Certificate of Liability Insurance showing "The Town of Ogden Dunes" as additional insured is required!  
Security Officer required as ordered by reviewing representative at the rate listed below.

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

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

RESV DATES: \_\_\_\_\_ TIME: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_ NO OF CHAIRS: \_\_\_\_\_ NO. OF TABLES: \_\_\_\_\_

ALCOHOL AVAILABLE \_\_\_\_\_ MEETING ROOM: \_\_\_\_\_ KITCHEN: \_\_\_\_\_

PURPOSE OF USE, REMARKS &/OR, SPECIAL REQUESTS \_\_\_\_\_

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I \_\_\_\_\_ have read and understand the terms of this agreement.

RESP. PARTY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TOWN OF OGDEN DUNES \_\_\_\_\_ DATE: \_\_\_\_\_

MAINTENANCE/RESV FEE & SEC DEPOSIT: \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

INSURANCE CERTIFICATE RECEIVED : \_\_\_\_\_

SECURITY OFFCER RECOMMENDED: YES \_\_\_\_\_ NO \_\_\_\_\_

Security Officer Rate is \$ 30.00 per hour w/3 hour minimum to be paid directly to the assigned officer the evening of the event.