

TOWN OF MERRILL COMMUNITY CENTER RENTAL FEE SCHEDULE

Meetings/Bridal or Baby Showers/Small Birthday Parties:

Town of Merrill Resident: \$150 for rental fee plus \$150 security deposit

Non-Resident: \$200 for rental fee plus \$200 security deposit

Wedding – Town of Merrill Resident: \$400 for rental fee plus \$400 security deposit

Wedding – Non-Resident: \$450 for rental fee plus \$450 security deposit

**If the facility is rented for a wedding, you can request to come in the night before from 5 p.m. until Midnight at no charge, but you must indicate that request in advance. If you intend to clean the facility the day after the event, you must indicate rental of that day in advance. If it is not rented in advance, you must clean the day of your event.

Day prior – 5 p.m. until Midnight: No charge if requested upon payment of event

Day after – 7 a.m. until Noon: \$50

Corporate Gathering/Fundraising Benefit/Seminar/Expo/Auction:

\$450 rental fee plus \$450 security deposit

***Use of Microphone/Sound System requires a separate agreement and \$500 Security deposit. Request agreement from Clerk.

If a reservation is made more than a year in advance of an event, only the amount of the Security Deposit is due at the time the rental agreement is received. The Rental Fee must be paid in full no later than 6 months prior to the event, or the date will be released.

Rates are subject to change and review by the Merrill Town Board. The Town Board has final approval on all applications submitted. The Town of Merrill reserves the right to check attendance/events.

Rental dates are not guaranteed until full payment, including event fee and security deposit, indemnification agreement, and rental agreement have been received. The community center is rented on a first-come, first-served basis. Neither a phone call nor incomplete paperwork will "hold" the date. **All fees must be included with signed agreement.** Please make checks payable to: **Town of Merrill**