

## City of Peru Reservation Form

### Rental Fees

501 c3 Organizations	Non-Profit Groups	Private/For Profit Groups
Free	\$40	\$60

Contact Information and Date of Reservation – Key will be available the work day prior to your event. Payment must be made before date can be reserved.

Contact Name:	Organization:
Phone #:	Email:
Date Needed:	Time Needed:
Event:	

### Needs

Inside Only \_\_\_\_\_ Outside Only \_\_\_\_\_ Both \_\_\_\_\_

*Inside Requests – Note: city employees will set up tables and chairs for city functions and funeral meals only.*

How many people will be attending? \_\_\_\_\_

Will you need tables? \_\_\_\_\_ To seat how many people? \_\_\_\_\_ \*the city will contact you if we do not have the desired number of tables

Will you need chairs? \_\_\_\_\_ To seat how many people? \_\_\_\_\_ \*the city will contact you if we do not have the desired number of tables

Desired configuration of tables/chairs – city functions and funeral meals only:

### *Outside Requests:*

Will you need additional outside garbage cans? \_\_\_\_\_ How many? (up to four) \_\_\_\_\_

Will you need an 8'x8' canopy? \_\_\_\_\_

Will you need electrical outlets outside? \_\_\_\_\_ How many? \_\_\_\_\_ Where? \_\_\_\_\_

Will you need street closures? \_\_\_\_\_ If yes, from where to where? \_\_\_\_\_

**Note: You will be responsible for providing your own extension cords and porta potties.**

**Rules for Inside Use:**

Replace the garbage bags (kitchen drawers are marked and have extra bags)

Take your garbage home with you or place in the city dumpster next to the city shop in the alley off of 5<sup>th</sup> and California.

Bring your own kitchen towels and take them with you when you leave.

Wipe down sink, countertops and range. Dish soap and sponge are next to the sink.

Wipe down tables and chairs, if used. Disinfectant, sponges, and a bucket are available under the kitchen sink.

Empty the dish drainer.

Leave countertops and refrigerator empty for next event.

Sweep floors and mop up spills. Brooms, dry- and wet-mops are in the closet.

Return thermostat to original setting: 68 in winter, 76 in summer.

Turn off lights.

Lock the door.

Return key within 24 hours.

Notify city clerk of any damage or problems when you return the key.

**Rules for Outside Use:**

If the street is closed, it must be open by 8:00 a.m. the day after the event.

Don't block grocery store parking.

All barricades, fencing, tables, chairs, etc. must be cleared off public property by 8:00 a.m. the day after the event.

All garbage must be deposited in trash barrels.

Canopy, if used, must be returned to its bag and safely locked inside city hall.

City tables and chairs used outside must be safely locked inside of city hall.