



City of Ladysmith

Office Hours Mon-Fri 8:00-5:00

120 Miner Ave West, PO Box 431, Ladysmith, WI 54848

Telephone 715-532-2655 Fax 715-532-2620

Website: www.cityofladysmithwi.com

LADYSMITH GYM/ACTIVITY ROOM RENTAL AGREEMENT

1. Rentals are for use on the day of rental only. Do not bring items early, as facility may be rented by others.
2. Payment: 50% at time of Reservation / Balance of payment 15 days before event. No refunds for cancellations within 15 days before the event.
3. Tax Exempt Form is Required for Tax Exempt Organizations or tax will be assessed. Non Profits must provide 501(c)(3) Form from IRS.
4. Garbage should be bagged.
5. Floors must be broomed after use.

Mark the Room Requested: Gym Activity Room Combo Gym/Activity Room

Reservation Date: _____

Name _____ Organization _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Cell Number _____

Signature _____ Date _____

50% Payment at time of Reservation _____ Balance of Payment 15 days before Event _____ or Paid in Full _____

FOR PROFIT/PRIVATE GROUP PRICING:	Hourly Rental \$12.50/hr + \$.69 Tax	Full Day \$100.00/Day + \$5.50 Tax
Large Gym	\$12.50 + \$.69 Tax	\$100.00 + \$5.50 Tax
Activity Room	\$12.50 + \$.69 Tax	\$100.00 + \$5.50 Tax
Large Gym/Activity Room Combo	\$20.00 + \$1.10 Tax	\$150.00 + \$8.25 Tax
NON PROFIT PRICING - IRS 501(c)(3) Form Plus Tax Exempt Form Required:	Hourly Rental \$6.25/hr No Tax	Full Day \$50.00/Day No tax
Large Gym	\$6.25 No tax	\$50.00 No tax
Activity Room	\$6.25 No tax	\$50.00 No tax
Large Gym/ Activity Room	\$12.50 No tax	\$75.00 No tax

Office Use Only: Sign made Key # _____ Date Key Returned: _____ Date of Refund: _____