

Event Space for Rent

Imagine your next event here!



Contact us for rental information

608-365-0150

Shauna@DowntownBeloit.com

Downtown Beloit Association

Event Space and Conference Room Use Application

For DBA Office Use Only
Date Rec'd: _____
Cash/Ck#: _____
Deposit: _____
Staff Appr'd: _____

Applicant Name & Name of Organization _____

Address _____

Website/E-mail _____ Phone _____ Fax _____

Purpose of organization/meeting _____

Type of organization: _____ Downtown _____ Other

Date of Meeting _____ Time span of meeting _____ to _____
(up to 4 hours)

Conference Room available during normal business hours 9:00am - 5:00pm M-F. Event Space not available during business hours or on Saturdays (November through April) until after 1:30pm. Please include set up and clean up time.

Contact person attending meeting _____ Cell Phone: _____

Number expected to attend _____

ROOM PREFERENCE Please indicate.

_____ Event Space _____ Conference Room

A basic arrangement will be provided. Meeting room users are responsible for any set up beyond the basic arrangement. Users must leave the room clean or be assessed a fee for cleanup.

EQUIPMENT Please indicate equipment needed.

_____ Projector/Screen

FEES – Due and payable with this application form payable to Downtown Beloit Association. For event space rentals, a deposit of \$100 separate fee must be received with application.

Conference Room Rental \$50 for non-downtown affiliated rentals or \$25 for downtown affiliated rentals. Up to 4 hours for rental. Comes with 4 tables and 11 chairs.

Event Space Rental \$300 for non-downtown affiliated rentals or \$150 for downtown affiliated rentals. Comes with 4 round tables and 10 chairs. Indicate additional.

ROOM ARRANGEMENT Please indicate. There are only a select number of chairs and tables available on site. A flat – rate rental fee of \$25 applies.

_____ Number of Chairs (79)

_____ Number of 6' Tables (10)

NOTE: A 48-hour notice of cancellation must be given for all meeting room reservations. If such notice is not given, 1/2 fees will be forfeited.

LIABILITY FOR USE OF PREMISES

The undersigned, who has authority to sign on behalf of the group, hereby expressly agrees to indemnify and hold the Downtown Beloit Association harmless from any and all claims, loss, damage or causes of action of any kind, or nature, whatsoever, which may arise or be alleged to arise as a result of the occupancy and use of the afore described premises by the undersigned or by the undersigned's guests, invitees or agents.

The undersigned also understands and agrees that the library will not be responsible for loss or damage to any personal property of the undersigned or of the undersigned guests, invitees or agents.

I agree to the fees and procedures as defined therein.

Date _____ Signature _____

Please return to:
Downtown Beloit Association
557 E. Grand Ave
Beloit, WI 53511
Phone: 608-365-0150
Email: shauna@downtownbeloit.com