



# THE WATERMARK RESERVATION PERMIT

**PRIVATE EVENT**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Event Type: Family Gathering      Wedding/Rehearsal/Reception

**BUSINESS/ORGANIZATION EVENT**

Business/Organization: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Ph: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Event Type: Community      Meeting/Seminar/Class      Fundraiser      Church

Date of Reservation: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Day of the Week: \_\_\_\_\_  
 Approx. Number of People Attending: \_\_\_\_\_  
 Arrival Time (including set-up/decorating time): \_\_\_\_\_  
 Departure Time (including clean-up time): \_\_\_\_\_

**RESERVATION  
ARRIVAL & DEPARTURE TIMES**

- Make sure to include sufficient time for set-up, decorating and clean-up in your arrival/departure times.
- Access to the room(s) reserved will be allowed at the arrival time listed above, no earlier.
- Your entire event, including clean-up, is to be completed no later than the departure time listed above.
- Arriving early and/or departing late will incur additional charges.

- COMMUNITY ROOM: AMERICAN BANK – ROOM A**
- COMMUNITY ROOM: AMERICAN BANK – ROOM B**
- COMMUNITY ROOM: LANDMARK CREDIT UNION – ROOM A**
- COMMUNITY ROOM: LANDMARK CREDIT UNION – ROOM B**
- REC ROOM**
- FAKES ROOM**
- SERVING PANTRY**
- ENTIRE BUILDING**

**RENTAL INFORMATION**

(make checks payable to: BDCAS)

**RENTAL HOURS: 6:00am – Midnight**

**RENTAL RATES: COMMUNITY ROOMS & REC ROOM**

1 Room      \$30/hr  
 Additional Room      Add \$10/hr per room

**FAKES ROOM**      \$15/hr

**SERVING PANTRY**      \$5/hr with rental of any room

**ENTIRE BUILDING**      \$500/day  
 All 4 Community Rooms, Rec Room,  
 Serving Pantry, Lounge & Fakes Room

- NO      YES**
- Will the general public be invited to your event to be spectators/participants?**  
If yes, see "Insurance Requirement" on the back of this permit.
  - Will alcohol be sold at your event?**  
If yes, see "Alcoholic Beverages" on the back of this permit.
  - Will you be grilling outside?**  
If yes, see "Grilling" on the back of this permit.

**I have fully read this permit and I understand and agree to all stipulations:**

**Signature:** \_\_\_\_\_

**OFFICE USE ONLY**

Total Owed: \_\_\_\_\_  
 Amt Pd: \_\_\_\_\_  
 Date Pd: \_\_\_\_\_  
 Form of Pymnt: \_\_\_\_\_  
 Receipt#: \_\_\_\_\_  
 Administrator Approval Date: \_\_\_\_\_

- Entered on reservation calendar
- Have Certificate of Insurance/Liquor License
- Have room layout

Building Supervisor Name, Phone & Date Secured:  
 \_\_\_\_\_  
 \_\_\_\_\_

# THE WATERMARK RESERVATION POLICIES

## GENERAL POLICIES:

- Permits are issued to ages 18 & over only.
- The Watermark may be reserved up to one year in advance from today's date.
- All reservations are taken on a first-come, first-served basis. Department programming will take precedence over any and all other functions.
- Reserving the entire facility requires Administrator approval and reservation must be made 60 days prior to the date of the event.
- An on-site Building Supervisor will be responsible for opening/closing The Watermark and supervising the facility during your event. BDCAS will inform you of their name and phone number prior to your event.
- Failure to comply with reservation policies may result in revocation of your permit.
- The Administrator reserves the right to revoke any permit due to the unforeseen circumstances or infractions of the policies.
- Permit signer/responsible party must stay on the premises until all event attendees have exited the facility.
- Decorating, set-up and clean-up time for event should be included in event hours when reserving.
- Tobacco use is not permitted in The Watermark.
- Electioneering is not permitted in The Watermark.

**FEES:** Hourly rentals require the full fee to be paid upon reserving. Daily rentals for the entire require 50% to be paid upon reserving and 50% to be paid 60 days prior to the event date. No refunds or credits will be issued. **Make checks payable to: BDCAS**

**RENTAL HOURS:** The Watermark is available to rent 6:00am-Midnight, based upon availability. A 2-hour minimum rental applies to Monday-Friday after 6:00pm and all day on Saturdays and Sundays.

**RESERVATION CHANGES:** Prior to your event, changes may be made to the date, time and rooms by contacting the office. On the day of your event, requests to change the room, number of rooms and/or event hours should be directed to the on-site Building Supervisor. All changes are based upon facility and Building Supervisor availability and may incur additional fees. Any changes that incur additional fees will require your signature on the on-site Building Supervisor's copy of your reservation form. Additional fees will need to be paid in the office the following business day by 4pm.

**RESERVATION CANCELLATIONS:** If you need to cancel your event on the day of your event, you must contact the on-site Building Supervisor directly at the number listed on page 1 of this permit as soon as possible. Failure to contact them within 1 hour of your event arrival time will result in additional charges to the permit signer. Notifying event attendees of the cancellation is the responsibility of the event organizer.

**INCLEMENT WEATHER:** If your event was cancelled due to weather conditions, you may secure another permit by contacting the office the following business day or receive a full refund of the fees paid. The rescheduled reservation date must fall within one calendar year from original reservation date.

**ROOM SET-UP:** BDCAS staff will set-up your room(s) with the tables, chairs and equipment you requested upon reserving.

**DECORATING:** Table cloths are required on each table you use. Be sure to bring the appropriate size(s)! Nothing can be taped, stapled, nailed or hung from the walls, ceilings or doorways. Outside signage can be used, but nothing can be attached to the building, doors or windows. Any damages will be assessed to the permit signer.

**GRILLING:** Grilling can be done on the north side of the building, off the pantry, and requires rental of the Serving Pantry.

**CLEAN-UP:** The facility will be clean upon your arrival, with the same expected upon your departure. Cleaning supplies will be provided to clean all tables/chairs and sweep the floor (or mop if spills occurred). Garbage bags should be removed from the receptacles and securely closed. The on-site Building Supervisor will dispose the bags in the dumpster off the Serving Pantry. The permit signer/responsible party will leave the facility in a condition that is acceptable to the on-site Building Supervisor. All charges associated with additional clean-up required by staff will be assessed to the permit signer.

**ELECTRONIC EQUIPMENT:** Use of BDCAS electronic equipment requires training prior to your event, see 3 for more information.

**SERVING PANTRY:** Rental of this area includes use of one refrigerator/freezer, electric stove, microwave, two sinks and the serving window.

**INSURANCE REQUIREMENT:** If your group is inviting the general public to be spectators or participants, or you will be selling concessions to the public, you are required to present a Certificate of Insurance in the amount of \$300,000 bodily injury and \$100,000 property damage; or \$300,000 single limit for bodily injury and property damage combined for liability requirements. Whenever possible, the City of Beaver Dam should be named as an added insured. The Certificate of Insurance is due in the office ten days prior to your event. This permit may be denied if proof of insurance is not provided.

**ALCOHOLIC BEVERAGES:** A permit is not needed to consume alcoholic beverages at your event. If you will be selling alcoholic beverages to the public, including alcohol in an admission price/cost of a meal/event, or offering alcohol on a donation basis, you will be required to apply for and obtain a "Temporary Class B (picnic) Beer And Wine License" from the City Clerk's office and obtain the proper Certificate of Insurance (see above). You will need to apply for the temporary license a minimum of four weeks prior to your event. Proof of the license and insurance is due in the office ten days prior to your event. This permit may be denied if proof of the license is not provided.

**CONDUCT:** The permit signer agrees to respect the on-site Building Supervisor's enforcement of rules, handling of city property and personal property rights of others.

**LIABILITY:** The City of Beaver Dam is not responsible for any lost, stolen or damaged personal property while using the facility.

**DAMAGES:** The cost to repair any damages to the facility, equipment or property will be the responsibility of the permit signer.

**STORAGE:** Storage space is not available for equipment/supplies prior to, during or after your event.

# THE WATERMARK EQUIPMENT NEEDS

## TABLES & CHAIRS

Banquet chairs without arms will be provided. We also have 12 big & tall banquet chairs with arms, available upon request.

	TABLES		CHAIRS	
	Qty Available	Qty Needed	Max Per Table	Qty Per Table
Round Tables 42" <i>(Rec Room use only)</i>	10	_____	5	_____
Round Tables 48"	12	_____	6	_____
Round Tables 60"	36	_____	8	_____
Banquet Tables 6' x 30"	21	_____	6	_____
Adjustable Banquet Tables 6' x 30"	4	_____	6	_____
Training Tables 6' x 18"	4	_____	3	_____

## Misc. EQUIPMENT

Use of the following equipment is included in the rental fee. All equipment, except podium, requires training before use. Please contact Traci Gmeinder to schedule a training time at 920-306-2178, a minimum of 2 weeks prior to your event. Training times are Monday-Friday, 6am-2pm.

Equipment	Uses
<input type="checkbox"/> 56" Mondopad	Portable high definition touchscreen display for video conferencing, whiteboarding and data sharing with internet access and a built-in <b>Windows PC with Microsoft Office Suite.</b>
<input type="checkbox"/> 82" Display	Wall-mounted LCD touchscreen display with cable TV, internet access and a built-in <b>Windows PC with Microsoft Office Suite.</b>
<input type="checkbox"/> 55" LED Displays	Wall-mounted LCD displays with cable TV in the Rec Room only. There are 4 TV's with the option of viewing 2 different channels at the same time.
<input type="checkbox"/> Blu-Ray DVD Player	Can be hooked up to the 82" Display or 56" Mondopad to watch movies.
<input type="checkbox"/> Sound System	A high-quality commercial sound system installed throughout the building that allows for music/audio to be piped into a single room, multiple rooms and the hallway.
<input type="checkbox"/> Podium	---
<input type="checkbox"/> Microphone – Handheld	---
<input type="checkbox"/> Microphone – Over the Ear	---

## IMPORTANT NOTE

We are not able to accommodate Apple's operating system for the Mac or any software associated with it. Please plan accordingly to have your files transferred into a Microsoft Office Word, Excel, Publisher or PowerPoint. You are encouraged to put your files on a zip/thumb drive and use our equipment versus your own Window PC. Thank you in advance!

### OFFICE USE ONLY

- Trained permit signer on equipment usage
- Verified all equipment is working
- Verified all equipment is in appropriate room (keyboard, mouse, ipad, etc.)
- Room layout put in the Set Up Binder for Facility Attendants

# THE WATERMARK FLOOR PLAN

Building Capacity: 299

Each Community Room is 30' x 30' and seats approx. 72 people

Bus pick-up/drop-off is located on S. Center St.

