



# THE WATERMARK RESERVATION PERMIT

## RESERVATION INFORMATION

**Reservation Date** (mm/dd/yy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Reservation Day of the Week:** \_\_\_\_\_

**Arrival Time** (including decorating time): \_\_\_\_\_

**Departure Time** (including clean-up time): \_\_\_\_\_

**Approx. Number of People Attending:** \_\_\_\_\_

**Type of Event** (i.e.: birthday party, wedding reception, etc.): \_\_\_\_\_

## ROOM(S) REQUESTED

- 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
- Fakes Room
- Serving Pantry
- Entire Facility

## RENTAL QUESTIONS

**NO YES**

- Will the general public be invited to be spectators or participants at the event?** If yes, see "Insurance Requirement" on page 3.
- Will alcohol be sold at the event?** If yes, see "Alcoholic Beverages" on page 3.
- Will food be grilled onsite at the event?** If yes, see "Grilling" on page 3.
- Will technology be needed at the event?** If yes, see "Technology" on page 2.

## RENTER INFORMATION

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Ph:** \_\_\_\_\_ **Cell Ph:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*If reservation is for a business/organization, complete information below:*

**Business:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

## RENTAL HOURS

- 6:00am-Midnight, based upon availability
- BDCAS programming takes precedence over any and all other functions

## RENTAL RATES

### Community Rooms:

- 1 Room: \$30/hr
- Each Additional Room: \$10/hr per room

**Fakes Room:** \$15/hr

**Serving Pantry:** \$5/hr with rental of any room

**Entire Facility:** \$500/day

## HOURLY RENTALS

- Require a 2-week notice
- A 2-hour minimum rental is required for Monday-Thursday rentals after 6pm, Friday rentals after 4pm and any Saturday or Sunday rental

## ENTIRE BUILDING RENTALS

- Require a 60-day notice
- Require Administrator approval

## OFFICE USE ONLY

Total Amount Owed:	_____
Amount Paid:	_____
Date Paid:	_____
Form of Payment:	_____
Receipt#:	_____
Administrator Approval Date for Entire Bldg:	_____
<input type="checkbox"/> Entered on rental calendar	
<input type="checkbox"/> Received room layout	
<input type="checkbox"/> Received Certificate of Insurance/Liquor License (if applicable)	
<input type="checkbox"/> Secured Facility Attendant	
Name:	_____
Ph:	_____
Date:	_____

I have fully read this permit and I understand and agree to all stipulations. Failure to comply with reservation policies may result in the revocation of this permit and future permits.

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

**Date:** \_\_\_\_\_

# THE WATERMARK RESERVATION PERMIT

## TABLES & CHAIRS

The following tables and chairs are included in the rental fee. Regular banquet chairs will be provided, with 12 “big & tall” banquet chairs with arms available upon request.

Tables Available	TABLES		CHAIRS	
	Available	Need	Max./Table	#/Table
Round Table 42” (Rec Room use only)	10	_____	5	_____
Round Table 48”	11	_____	6	_____
Round Table 60”	34	_____	8	_____
Banquet Table 6’ x 30”	21	_____	6	_____
Banquet Table with adjustable height 6’ x 30”	4	_____	6	_____
Training Table 6’ x 18”	7	_____	3	_____

## TECHNOLOGY & EQUIPMENT

The following technology and equipment is included in the rental fee. Please indicate what equipment you would like to use, if any.

Technology/Equipment Available	Requires Training?	Description
<input type="checkbox"/> 56” Mondopad	<b>YES**</b>	Portable HD touchscreen display with a built-in Windows PC running Microsoft Office Suite, internet access and a whiteboard.
<input type="checkbox"/> 82” Display (available in AB-B only)	<b>YES**</b>	Wall-mounted LCD display with a built-in Windows PC running Microsoft Office Suite, cable TV and internet access.
<input type="checkbox"/> 55” TVs (available in Rec Room only)	NO	Wall-mounted LCD TVs with cable. There are four TVs with the option of viewing the same channel on all four TVs or two different channels simultaneously.
<input type="checkbox"/> Blu-Ray DVD Player	NO	For use with either the 82” Display or 56” Mondopad.
<input type="checkbox"/> Sound System	NO	A high-quality commercial sound system installed throughout the building that allows for sound to be piped into a single room, multiple rooms or the entire building.
<input type="checkbox"/> Podium (portable)	NO	---
<input type="checkbox"/> Microphone (cordless) – Handheld	NO	---
<input type="checkbox"/> Microphone (cordless) – Over the Ear	NO	---

### \*\*Requires Training:

- (1) The Facility Attendant is responsible for turning on/off all technology. The permit signer is responsible for knowing how to use the equipment.
- (2) **Training on the equipment will need to be done a minimum of 10 days prior to the event. Contact Traci Gmeinder at 920-306-2178 to schedule an appointment. Training hours are Monday-Friday, 6:00am-2:00pm.**
- (3) We suggest that files are placed on a flash drive versus connecting a laptop to our technology. For training purposes, please bring the file(s) on a flash drive or the laptop you will be using.
- (4) We are not able to accommodate Apple’s operating system for the Mac or any software associated with it. Please plan to have files transferred to Microsoft Office Word, Excel, Publisher or PowerPoint prior to the event.

**City of Beaver Dam Community Activities & Services**  
209 S. Center St., Beaver Dam, WI 53916

**Office Hours:** Monday-Friday, 8:00am-4:00pm  
**Phone:** (920) 887-4639 **Fax:** (920) 887-1902  
**Email:** bdcas@cityofbeaverdam.com  
**Website:** www.cityofbeaverdam.com/bdcas

### 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.)
- Added room layout to ‘Room Setup’ binder at the Welcome desk

# THE WATERMARK RESERVATION POLICIES

## RESERVATIONS:

- Permits are issued to ages 18 & over only.
- Reservations are taken on a first-come, first-served basis.
- The Watermark may be reserved up to one year in advance from today's date.
- The Watermark is available to rent 6:00am-Midnight, based upon availability. BDCAS programming will take precedence over any and all other functions.
- Hourly rentals require a 2-week notice and a 2-hour minimum rental is required for Monday-Thursday rentals after 6pm, Friday rentals after 4pm and any Saturday or Sunday rental.
- Entire building rentals require a 60-day notice and Administrator approval.
- Access to the reserved rooms will be permitted from the "Arrival Time" through the "Departure Time" indicated on the permit. Departing late will incur additional charges.
- The Administrator reserves the right to revoke any permit due to the unforeseen circumstances or infractions of the policies.

**FEES:** Hourly rentals require the full fee to be paid upon reserving. Entire building rentals require 50% to be paid upon reserving, with the remaining 50% to be paid 60 days prior to reservation date. No refunds or credits will be issued. **Make checks payable to: BDCAS**

**BUILDING SUPERVISION:** A Facility Attendant will open/close The Watermark and supervise the facility during the event. BDCAS will inform permit signer of the Facility Attendant's name and phone number prior to the event.

**RESERVATION CHANGES:** Prior to the event, changes may be made to the date, time and rooms by contacting the BDCAS office. On the day of the event, requests to add a room and/or change the event hours should be directed to the Facility Attendant. All changes are based upon room and Facility Attendant availability and will incur additional fees. The additional fees will need to be paid no later than the following business day by 4:00pm or the money can be put in the indoor Drop Box located by the Customer Service window before leaving for the day.

**RESERVATION CANCELLATIONS:** If the event needs to be cancelled on the day of the event, the permit signer must contact the Facility Attendant as soon as possible. Failure to contact them within 1 hour of the event arrival time will result in additional charges to the permit signer. Notifying event attendees of the cancellation is the responsibility of the permit signer/event organizer.

**INCLEMENT WEATHER:** If the event was cancelled due to weather conditions, another date may be reserved by contacting the BDCAS office the business day following the event for no additional charge. The rescheduled reservation date must fall within one calendar year from original reservation date.

**INSURANCE REQUIREMENT:** If the general public is invited to be spectators or participants at the event or concessions/alcohol will be sold to the public, a Certificate of Insurance is required 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 BDCAS office 10 days prior to the 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 the event. A **"Temporary Class B (picnic) Beer & Wine License"** is required if alcoholic beverages will be sold to the public, is included in the admission price of the event/meal or is offered on a donation basis at the event. To apply for the license, please contact the City Clerk's office at 887-4600 a minimum of 4 weeks prior to the event. If approved, a copy of the license is due in the BDCAS office 10 days prior to the event. This permit may be denied if proof of the beer & wine license is not provided.

**TOBACCO:** Smoking cigarettes, cigars, vaping devices and other electronic delivery systems are prohibited in The Watermark.

**OPEN FLAME DEVICES:** All open flame devices are prohibited in The Watermark. Exception: Food warmers/chafing dishes are allowed.

**DECORATING:** Decorating is allowed. See page 4 for more information on the limitations that may apply.

**GRILLING:** If onsite grilling will be done, the Serving Pantry is required to be included in your reservation. See page 4 for more information.

**RECYCLING:** Each room has a recyclable and garbage receptacle. Please make sure to use the appropriate receptacle.

**TECHNOLOGY:** If technology is reserved that indicates training is required, contact Traci Gmeinder 10 days prior to the event at 920-306-2178 for training.

**OUTDOOR EQUIPMENT:** The Watermark tables and chairs are not allowed outside. If outdoor seating is needed, picnic tables and benches are available to reserve by completing an Equipment & Supplies Reservation Permit at BDCAS (this must be done in advance and renter is responsible for pickup/return).

**PARKING:** Parking is available in the parking lot off of S. Center St., with limited parking on S. Center St.

**LOADING/UNLOADING AREA:** If the Serving Pantry was reserved, the blue door off the Serving Pantry (north side of building) can be used. If the Serving Pantry was not reserved, the Riverside entrance doors should be used. Do NOT prop open exterior doors for any reason to load/unload supplies, please ask for assistance.

**ANIMALS:** Pets are prohibited in The Watermark. Service dogs are allowed.

**ELECTIONEERING:** Electioneering is not permitted in The Watermark.

# THE WATERMARK RESERVATION POLICIES

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

**CONDUCT:** The permit signer agrees to respect the Facility Attendant'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/CLEANUP:** The cost to repair any damages to the facility, equipment or property or to cleanup will be the responsibility of the permit signer.

## **FACILITY ATTENDANT IS RESPONSIBLE FOR:**

- Opening, closing and securing facility
- Setting up/taking down tables and chairs
- Turning on/shutting off technology
- Supervising the facility during the event
- Monitoring recyclable and garbage receptacle levels
- Assisting with facility issues, answering questions, etc.
- Providing cleanup supplies:
  - Mop, mop bucket and floor cleaning solution
  - Broom and dust pan
  - Garbage bags
- Placing tied garbage bags in dumpster outside
- Coordinating a walk-through with permit signer to ensure area was cleaned properly at the end of the event

## **PERMIT SIGNER IS RESPONSIBLE FOR:**

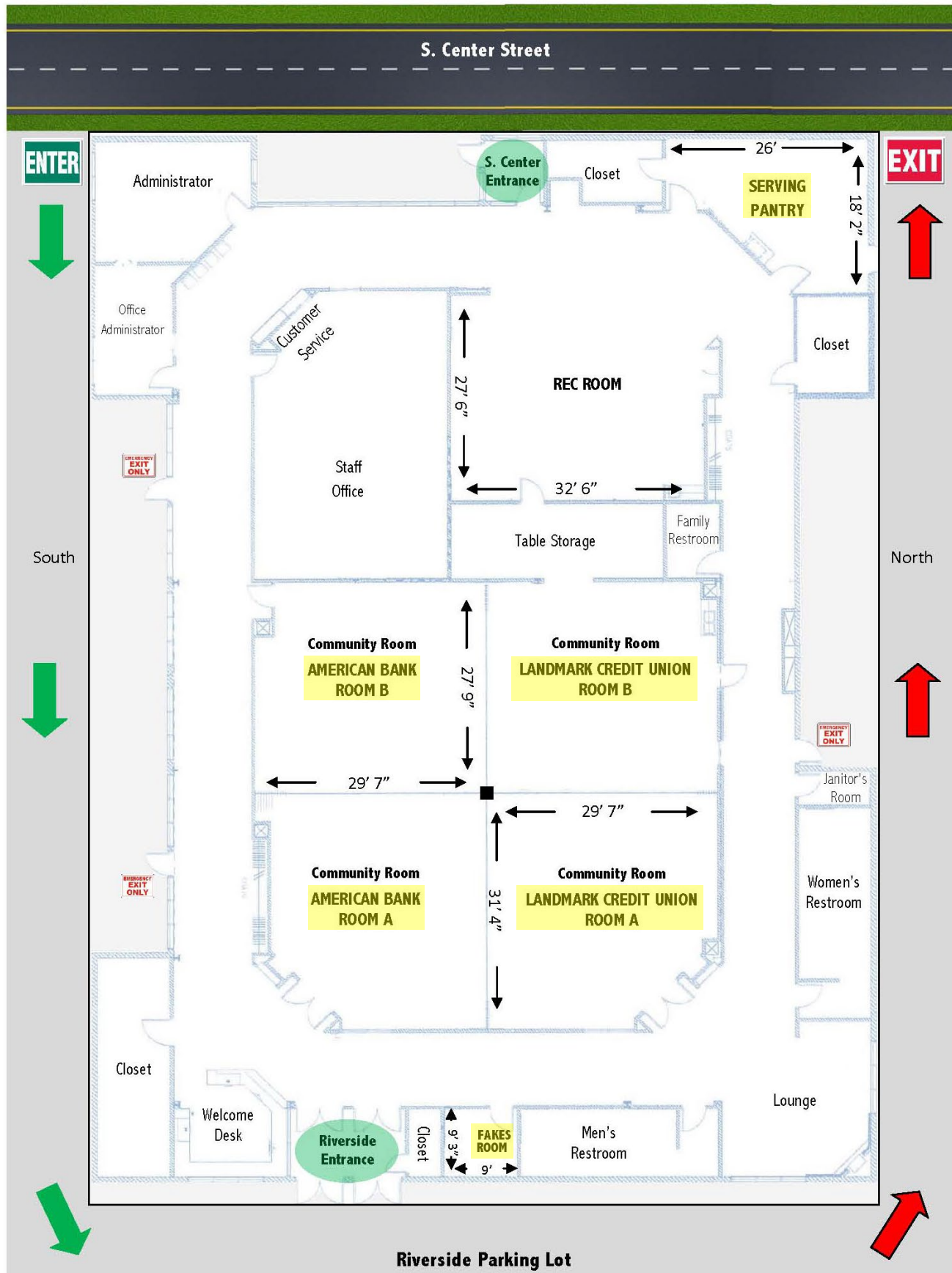
- If decorating:
  - Tabletop decorations are allowed (hanging items from ceiling or adhering them to windows, sills, walls, doorways or exterior of building is prohibited)
  - Free standing outside signage is allowed by the Riverside entrance only (east side)
  - Take extra care as to not damage walls or doors (do NOT slide heavy items across the floors)
- If serving food/drinks, bring the following:
  - Serving dishes/utensils (spoons, forks, knives, plates, napkins, cups, coffee maker, crock pots, etc.)
  - Rags, wash bucket and dish soap
  - Extension cords and/or power strips (if need to plug in crock pot, slower cookers, etc.)
- If grilling food onsite, bring the following:
  - Grill, grilling utensils and an outside table (The Watermark tables are not allowed outside)
  - Bring garden hose for flare-ups and emergencies (Facility Attendant will provide access to outside water for the hose)
- Cleaning up:
  - Remove garbage bags from receptacles, tie shut, set aside and let Facility Attendant know when you are done
  - Sweep floor (and wet mop if spills occurred)
  - Wash all tables and chairs with hot soapy water – see Facility Attendant for where to get the water
  - Do NOT dispose of grease in sinks or toilets
  - Do NOT dispose of food in sinks (unless using the pantry, which has a garbage disposal in the double sink)
  - You must leave your reserved area as clean as it was upon arrival
- Scheduling a training session if technology is reserved that requires training – contact Traci Gmeinder, 920-306-2178, at least 10 days prior to event
- Supervising children at all times, no running in the hallways or using other rooms as 'play rooms'
- Remaining on the premises until all event attendees have exited the facility
- Performing a walk-through with the Facility Attendant prior to leaving

## **IF SERVING PANTRY IS RESERVED:**

- Items included in the rental:
  - Refrigerator (there are two, please only use the one on the left)
  - Stove
  - Microwave
  - Sinks (double sink has a garbage disposal)
  - Serving Window (the Facility Attendant will open/close this window)
- Items in cupboards and drawers are not for public use

# THE WATERMARK BUILDING LAYOUT

West

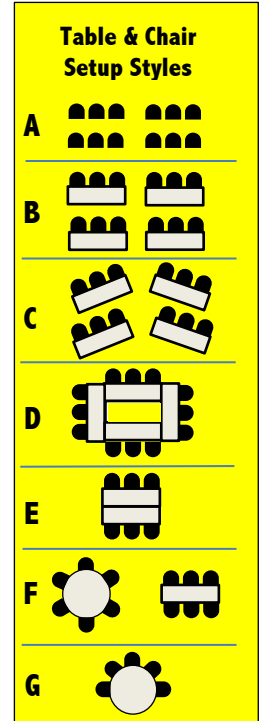


East

# THE WATERMARK SETUP STYLES, ROOM CAPACITIES & AMENITIES

## TABLE & CHAIR SETUP STYLES

- A. Theatre Style**  
Straight rows of chairs only
- B. Classroom Style**  
Straight rows of banquet tables with chairs on one side
- C. Herringbone Style**  
Similar to classroom style, but the banquet tables and chairs are angled
- D. Hollow Square Style**  
Banquet tables create a square with a hollow center with chairs on the outside only
- E. Boardroom Style**  
Banquet tables are pushed together to create a solid rectangle with chairs on outside only
- F. Banquet Style**  
Round or banquet tables with chairs placed around entire table
- G. Cabaret Style**  
Round tables with chairs placed in an arc around half the table



## ROOM CAPACITIES

The maximum capacity of The Watermark, per fire code, is 299 people. Room capacities listed below are **based upon one room**. If adding a room, the capacity more than doubles.

- **6' Banquet Tables** .....seating for **36 people**
  - 6 banquet tables with 6 chairs each
  - Plus 4 banquet tables for food/presents/etc.
- **60" Round Tables** .....seating for **48 people**
  - 6 round tables with 8 chairs each
  - Plus 4 banquet tables for food/presents/etc.
- **48" Round Tables** .....seating for **48 people**
  - 8 round tables with 6 chairs each
  - Plus 4 banquet tables for food/presents/etc.
- **Chairs Only**.....seating for **50 people**
  - 50 regular chairs with an isle down the middle
  - Plus 2 banquet for registration/presenter/etc.

## AMENITIES

- **Community Rooms**  
Each room has two floor-to-ceiling portable walls that can be opened to connect rooms, if reserved. All four rooms with walls opened is 3,400 sq. ft., see map for individual room dimensions.
  - **American Bank – Room A**  
Directly across from the Riverside Entrance, close to the restrooms and features double-door access and plenty of natural light with two large windows facing east hallway.
  - **American Bank – Room B**  
Features natural light with two large windows facing the south hallway and an 82" wall-mounted display with a built-in Windows PC running the Microsoft Office Suite, cable TV and internet access.
  - **Landmark Credit Union – Room A**  
Directly across from the Lounge and restrooms, has double-door access and natural light with two large windows facing east hallway.
  - **Landmark Credit Union – Room B**  
Features a counter with sink and is close to the family restroom and Serving Pantry.
- **Fakes Room**  
A small room used for one-on-one meetings, health screenings, etc. located next to the Riverside entrance. It features a 36" X 36" square table with two chairs and a counter with sink.
- **Serving Pantry**  
A large area that includes plenty of counter space, a refrigerator, stove, microwave, two sinks (one with garbage disposal) and a serving window. Also has an exterior door for easy loading/unloading of food.