

NVP ROOM RESERVATION REQUEST

Request form can be emailed to nvpmerrill@gmail.com, dropped off at the NVP bar or mailed to

NVP, Attn: Room Reservations, 601 Johnson St, Merrill, WI 54452.

Date of Request:

APPLICANT

Print Name of Organization/Party Requesting Room:

Type of organization (check one): Nonprofit Business Private

Point of Contact for Organization:

Point of Contact Phone #:

Point of Contact e-mail address:

Point of Contact Address:

USAGE REQUEST

Date Reservation Requested:

Times Requested (to include set up and clean up):

One Time or Recurring Event:

Room Requested:

Small Conference Room

Large Conference Room

Banquet Hall

Configuration:

Podium

Tables

Chairs

AV equipment

Food Requested: Yes No Beverages Requested: Yes No

Estimated Number of Attendees:

Additional Comments:

FEE SCHEDULE

Small Conference room: \$50.00 each

Large Conference Room: \$75.00

Banquet Hall: Minimum of \$150.00. Dependent on number of people and type of food requested. This will be considered a non-refundable deposit in case of cancellation by you.

Rooms will be scheduled in order of request with priority given to NVP member organizations.

Food or drinks must be purchased from the NVP bar/restaurant with the exception of deserts. Food requests will be coordinated with the NVP manager at least one week prior to the event.

A cleaning deposit will be requested on any reservation in the form of a separate check. The deposit check will be returned at the end of event upon satisfactory cleaning inspection. Cleaning to include wiping down of furniture, sweeping/vacuuming floors and emptying trash. Clean up time is to be included in times requested above. An additional charge may be incurred if cleanup is not completed in scheduled time. Amount of deposit is dependent on what room and what it was used for.

No items may be attached to walls.

An additional fee may be charged if event is not within business hours of the NVP.

All events subject to cancellation in relation to State and Federal COVID restrictions.

Please observe no smoking. This is a smoke free building.

Once reservation has been approved you will be notified by email or phone.