

Date of Request:

NORTHWOODS VETERANS POST (NVP) ROOM RESERVATION REQUEST

Request form can be emailed to northwoodsveteranspost@gmail.com, dropped off at the NVP bar, OR mailed to the NVP, Attn Room Reservations, 601 Johnson St, Merrill WI 54452.

Applicant Information:

Print Name of Organization/Party requesting room:

Type of organization: Nonprofit Business Private

Person of contact:

Phone number: Preferred method of contact: Call Text Email

Email:

USAGE REQUEST:

Reservation Date:

Number of people attending:

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

One Time or Recurring Event

Room Requested and how you want it set up:

Small Conference Room 1

Large Conference Room 1

Banquet Hall

Podium, tables and chairs, AV equipment:

Food Requested: YES NO

Beverages Requested: YES NO

TYPE: SODA, MILK, COFFEE, ALCOHOL

Additional Comments:

****Food prices subject to change based on availability** Final price will be determined 2 weeks before the scheduled event. Ask manager for details.**

Food Options: meal will include buns unless you check no: NO

Meats: (choose 1-2)	Veggies: (choose 1)	Sides: (choose 2)
Broasted Chicken	Corn	Colseslaw
Ham	Mixed Veggies (california blend mix)	Potato Salad
Beef Tips (additional charge)		Mashed Potatoes w/ Gravy
Pork and Gravy		
BBQ Pork		Mac n Cheese

FEE SCHEDULE:

Small Conference rooms: \$50 each

Large Conference rooms: \$75

Banquet Hall: Minimum of \$150. Dependent on number of people and type of food requested. This will be considered a non-refundable deposit in case of cancellation by you. Unless, you cancel with enough time for the NVP to reschedule a different event, in that case, you will be refunded.

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

Food and drinks must be purchased from the NVP Bar/Restaurant with exceptions of desserts. Food requests will be coordinated with the NVP manager at least 1-2 weeks prior to the event.

A separate cleaning deposit is required on any reservation in the form of a separate check and will be returned at the end of the event upon satisfactory cleaning inspection. Cleaning to include wiping down of furniture and tables, sweeping/vacuuming floors and emptying trash. Clean up time is to be included in times requested on the 1st page. Amount of deposit is dependent on what room is requested and what it's used for. Rates may vary. If clean up is not completed within the scheduled time frame, part or all of the deposit may not be refunded.

No items may be attached to the walls.

You will be responsible for any damage done to ANY equipment before(set up), during and after(cleaning) your event.

An additional fee may be charged if the event is not within normal NVP business hours. All events are 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. Based on your selection from the 1st page.