Waukesha County Expo Center – 4H Space Reservation Form & Expo Work Order

All requests must be submitted 45 days prior to requested date. Shaded areas to be filled in by Expo Staff

4H Club/Group Name:		Date Submitted:	
Contact Name:		Cell Phone:	
Contact E-mail:		Daytime Phone:	
Billing Address:		Cost Sharing with Other clubs?	Yes No
City, Zip Code		Cost to Club	
Event Activity:			

Requested Event Space:

Forum North Hall:		Forum South Hall:		Forum East Hall:		Forum Kitchen	
Arena Kitchen:		Arena Main:		Ocon. River Room:		Bark River Room:	
Fox River Room:		Horse Complex:		Barn: (Specify:)		Grounds:	

Requested Event Date: Each date must be on a separate request form. This becomes Expo Work Order.

Event Date:	**Requested Leader Arrival Time:**	**Requested Leader Departure Time:**	**Event Start Time:**	**Event End Time:**	**Actual Departure Time: (Expo Staff Completes This)**

Service Equipment:

ITEM:	# REQUESTED	# USED: EXPO STAFF COMPLETES THIS	ITEM:	# REQUESTED	# USED: EXPO STAFF COMPLETES THIS
Chairs:			Electrical Outlets:		
6 Foot Tables			Sound System:		
8 Foot Tables			Microphones:		
Stanchions:			Risers:		

For Office Use Only:

Date Extension Rec'd Form:		Date Expo Rec'd Form	
Request Approved:		Request Denied:	
Confirmation Sent:		Other:	
Signature of Expo Staff:		Signature of 4H Rep day of event	
Date Signed:			

By signing this form you agree to all terms and conditions on Page 2 of this form.

- All requests for 4-H use of the Waukesha County Expo Center must be submitted in writing to the UW Extension office using this form. **Request forms should be sent to: cindy.sarkady@ces.uwex.edu**
- Molly Ellis will review the reservation form and will forward properly completed forms to the Expo Center for processing and confirmation. Expo will either approve or deny the request (based on space availability) and will send that information to the Extension. A confirmation sheet will be issued if the space request is approved.
- **Free use** will be allowed on Monday – Thursdays only during normal working hours (8 am – 4:30 pm), or in the evening when there is a paying client on the grounds absorbing labor costs. This is on an as available basis, and 4-H events may be rescheduled if a paying client books the space. There is no free use on Friday – Sunday.
- If there is no paying client renting the facility, 4-H clubs may still book space, but must pay the labor costs for staff to remain onsite after 4:30 pm. In 2016 this rate will be charged at $25 per hour beginning at 4:30 pm.
- Multiple 4-H clubs can use the Expo on the same night and share the labor costs between them.
- 4-H clubs will be responsible for set up and teardown of their events.
- You must book no later than 45 days prior to the event to be considered for free use. Bookings for a future year will not be accepted until October 1st of the current year.
- If a paying customer cancels their date when 4-H is also onsite, the Extension office will be notified and 4-H Groups booked will have the option to pay the labor to be onsite or cancel without penalty.
- If the Expo Center needs to cancel due to a paid rental coming in, Expo will call the 4-H Leader on the contract and try to facilitate rescheduling the 4-H event.

INVOICING:

- The Expo will invoice the 4H Groups and collect the fees. 4-H groups will be invoiced for time used, damage to any equipment and excess clean up.
- Free use will be suspended for any club/group in arrears. Payment is due 15 days after receipt of invoice. Administrative collection fees may be added to any account that is more than 30 days past due.

CANCELLATIONS:

- If a group is a no show or does not cancel within a 2 business day (48 hour) notice they will be charged a $25 fee (if it is a free use night) or the cost of Expo labor if they are the only user and it is a paid cost rental time.
- Cancellation communication must be made to the UW-Extension office by telephone (262 548-7770) during office business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.) through direct contact with a UW-Extension staff person. E-mail cancellations are not acceptable.
- If Expo is closing due to snow or extreme cold, the 4-H leader listed on the contract will be notified by Expo staff via telephone. If they can't be reached a message will be left. The Expo will also notify the UW Extension of the closing.