

# Four Seasons Community Development

## BWU Learning Center Guest Application

A subsidiary of Barry-Wehmiller Group - parent organization of MarquipWardUnited

Name of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time (from/to): \_\_\_\_\_

Estimated number of adults: \_\_\_\_\_ Estimated number of children: \_\_\_\_\_

On-Site Event Contact: \_\_\_\_\_

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

(Please print)

Cell Phone: \_\_\_\_\_ Home/Business Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

## BWU Learning Center Guest Agreement

Thank you for selecting BWU Learning Center for your activity. In order to provide a safe and clean atmosphere for your activity we ask that you follow the procedures listed below. Failure to follow the procedures will revoke the privilege of reserving for future events.

This agreement shall include the BWU facility and all the surrounding property.

- The use of BWU shall run from 9:00 AM to 10:00 PM.
- Overnight stays are NOT permitted
- Pets are NOT permitted
- Do not remove any property from facility, including stemware, dishes, and food storage containers
- All personal property must be removed from the facility upon the 10 pm departure
- Maximum capacity of the property is 50 guests

#### PAYMENT SHALL BE MADE AS FOLLOWS:

A refundable deposit of \$100.00 shall be made at time of this agreement (Checks made out to Barry-Wehmiller Group). Deposit will be returned upon inspection of facility after activity to ensure there is no damage and the facility has been returned to its original state. Deposit will be waived for non-profit organizations.

A utilization fee of \$50.00 made at the time of this agreement (Separate checks made out to Barry-Wehmiller Group).

#### DOORS:

A key/key card to the BWU Learning Center will be provided for the day of use. Please secure all doors before leaving and return the key/key card to the issuer within 1 business day.

#### INTERIOR:

Rearrangement of the tables and chairs is allowed as long as it is put back in same condition as found. No decorating of walls and ceilings, or pounding of nails, tacks, etc. is allowed.

#### LIGHTS/POWER/WATER/AV EQUIPMENT:

Any special power needs to be approved prior to the event. The projector and AV system is available upon request.

#### FOOD

Food and beverages will be provided by the Guests. The kitchen will not be available for private use. All cookware, plates, drink ware, dishes, eating and serving utensils, napkins are provided by the Guests. Wine and beer may be served, however hard liquor is prohibited within the BWU Learning Center or on the premises. Please drink responsibly.

#### TOBACCO POLICY

All Four Seasons properties are tobacco free including the outdoor space.

#### DAMAGE to PROPERTY

Guests will pay the cost of repairing any and all injury or damage which may be done to the building or any fixtures, furniture, equipment, or furnishings thereof by any act of the Guests or any of the Guests' employees or agents or anyone visiting the BWU upon the invitation of Guests, including the patrons of the attraction or function which Guests are using the premises. The use of this property is limited to the event as stated in this contract.

#### CLEAN UP:

It is the responsibility of the Guest to clean up the property before the end of the day of use and left in condition found in order to receive the deposit back. Cleaning supplies will be provided along with a checklist (below) to ensure all items are covered. A vacuum will

be provided as well as garbage cans to store any garbage generated. A clean garbage can liner will be located underneath when you pull the bag out.

As part of this agreement, the Guests of BWU University hereby fully releases and discharges Four Seasons Community Development, Corp., its servants, agents, employees, contractors or sub-contractors from any liability whatsoever in any way arising from any and all injuries, losses, and/or damages to person and/or property sustained or received on or about said BWU Learning Center during the term of this agreement. Additionally, the Guests agree to save harmless and indemnify the said property owner from any and all expenses arising because of any claim, which may hereafter be presented by anyone for loss or damage or personal injury as a result of use of the BWU Learning Center. Guests will pay the cost of repairing any and all injury or damage which may be done to the building or any fixtures, furniture, equipment, or furnishings thereof by any act of the Guests or any of the Guests' employees or agents or anyone visiting the BWU Learning Center upon the invitation of Guests, including the patrons of the attraction or function which Guests are using the premises. The use of this property is limited to the event as stated in this contract.

Agreed to this \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_ by the following parties:

By: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Nicole Kauranen  
Guest Service Leader  
Four Seasons Community Development, Corp.  
165 Cty Hwy F  
Phillips, WI 54555  
Phone: 715-339-4687 ext. 868220  
Cell: 715.820.0640  
[nicole.kauranen@barry-wehmiller.com](mailto:nicole.kauranen@barry-wehmiller.com)

Approved: \_\_\_\_\_

# Four Seasons Community Development

## Long Lake Lodge & BWU Learning Center clean-up Checklist

Please leave property in the condition that you found it, please see checklist below for a guide

Clear all tables, serving areas & guest area of all dishes & other items

Clean and clear coffee station, turn off coffee pot

All tables & services wiped off & cleaned (indoor & out)

Tidy bathrooms (You will find necessary cleaning supplies left out for you).

Empty all garbage's, including bathrooms & coffee station - (Lodge-garage, BWU - garbage's out west door)

Blow out all candles (including bathrooms)

Lodge only - Make sure fire is extinguished in the fireplace (as per training)

Mopping (Lodge only - Mop entire floor)

Vacuuming (Lodge - Entry way rug & rugs on main level, BWU - entire area used)

Make sure all windows and doors are locked

Turn off lights & secure all doors

*Cleaning supplies will be provided by Four Seasons. If you have any questions or issues, please contact Nicole Kauranen at 715-820-0640*

**Name of Event/Contact:** \_\_\_\_\_

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

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