



City of Willmar
Community Center Rental Request Form

Please return to: Willmar Community & Activity Center
624 Highway 71 NE, Willmar, MN 56201
Phone: (320) 262-5288
Email: bdiem@willmarmn.gov

General Information

Today's Date:
Organization Name: (if applicable)
Contact Name:
Address:
City: State: Zip: Phone:
Email address:

Event Details

Date of Event Time of Event: to
Time you want facility unlocked (no earlier than 8:00am)
AND time your event will be out of building (this time includes clean-up, no later than 10:00pm)
Description of event (reunion, birthday, etc.)
Number attending (approximate)
Other equipment needed (i.e., sound system, screen, refrigerator, etc.):

Room(s) Needed:

Burlington Northern Room: Room Capacity- (with tables & Chairs)-93 (without tables & chairs)- 194
Sunshine Room: Room Capacity- (with tables & chairs) - 38 (without tables & chairs) - 76
Selvig Room: Room Capacity: (with tables & chairs) - 99 (without tables & chairs) - 198
Reynolds Room: Room Capacity- 15

Table with 3 columns: Room Name, Rate/day, Amount Submitted. Rows include Burlington Northern Room/Selvig (\$100), Sunshine Room (\$60), Reynolds Room (\$40), Staffing Costs (\$20 per hour), and Total Amount Paid.

Credit Card # Exp. CVV Code
Master Card, Visa, Discover and American Express accepted

Check # Cash-

Request is NOT reserved until payment is received.

No alcoholic beverages are permitted in the Community Center.
Must be paid prior to the time of the reservation. A \$10 cancellation fee for cancellations made a week or more in advance. A \$20 cancellation fee for cancellations made week of event.