






Community Center



AMENITIES

-  Catering Kitchen
-  Lobby
-  Parking Lot
-  Outdoor Patio
-  Microphone

LEDGEVIEW COMMUNITY CENTER

Opened in 2018, the Ledgeview Community Center provides a breathtaking location for your next event, whether it is a shower, party, or organization meeting. Rental times are available on Fridays, Saturdays, and Sundays. The Community Center can be set up with round tables for parties, or with enough chairs for a meeting or lecture. Rental blocks are available in a minimum of a 4 hour block, with additional hours available to add on. A large outdoor patio is available as part of your rental; tables and chairs are provided seasonally. The prep kitchen has a refrigerator, oven/stove, sink, microwave, and coffee maker.

ADDITIONAL SUPPLIES/INFORMATION

Set up and take down time needs to be considered into your reservation. A caterer's kitchen is available; all silverware, utensils, paper products, and cleaning rags are the responsibility of the renter. All refuse created by the renter must be taken with the renter and disposed off site. AV equipment is not available for use during your reservation.



Alcohol	Beer & wine allowed; cannot be sold
Dumpster	No dumpster available, renter is responsible for disposing off site
2024 Hours	M-Th 8am-4pm, Fri.: 12pm-12am, Sat. & Sun.: 10am-12am
Key(s) Needed	Yes
Kitchen	Yes, includes refrigerator, oven/stove, sink, microwave, and coffee maker
Parking	47 parking stalls
Room Capacity	120 people
Tables & Chairs	14 round 6' tables; 112 chairs; small, rectangular folding tables may be available upon request

3700 DICKINSON ROAD

For issues during your reservation, call:
 On-Call Ledgeview Staff (920) 606-9798
 Non-Emergency Police (920) 391-7450
 Emergency 9-1-1

Town of Ledgeview
 3700 Dickinson Road
 (920) 336-3360
www.ledgeview.wi.gov



Community Center Reservations

THINGS TO KNOW



RESERVATIONS

Reservations begin on 11/1 for the upcoming year.



CLEAN UP

DO clean and vacate the facility by the end of the scheduled reservation time. Plan accordingly for set up, take down and cleaning.



ALCOHOL

Beer and wine is allowed, however sale of any alcohol is prohibited.



SPECIAL EVENT PERMIT

Required for larger public or private gatherings depending upon the intent of the gathering. Utilize Public Amusements and Shows Application.

THINGS TO KNOW



NO FASTENERS

DO NOT use any fasteners (such as staples, nails, tape, etc.) on the walls.



NO FRESH FLOWERS

No glitter, confetti, rice, silly string, or natural flower petals allowed.



NO SMOKING

Smoking is prohibited on the premises and grounds at all times.



NO WEAPONS

DO NOT bring weapons into Town-owned facilities.



NO PETS

Dogs and other animals are not allowed in the Community Center.

CHARGES & CANCELLATIONS



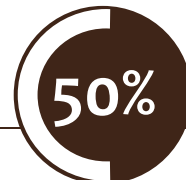
2024 RENTAL FEES

\$200R / \$400NR 4 Hours
\$50R / \$100NR per hour additional
\$500 refundable deposit if facility is left in the same condition it was found.



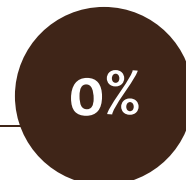
CLEANING

Renters are responsible for customary cleaning. Cleaning required beyond customary will be charged \$75/hour.



50% REFUND

If a cancellation is made at 30 days or more prior to the scheduled event, 50% of the rental fee will be returned.



NO REFUND

All fees are non-refundable if a cancellation is made less than 30 days prior to the scheduled event.

Reference Community Center Rental policy for verification of fees, deposit, and additional charges.

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