

**Reservation
Application**

Contact:

Phone:

Email:

Date(s): _____

Time(s): _____

Billing Address:

Desired Room: _____

Type of Activity:

of Participants: _____

Thank you!

We appreciate your business and your comments. Do you have an idea for an event or a program that would benefit the Winooski community? We would love to work with you. See our contact information below.

Cancellations

Please make cancellations within 48 hours of your event. Cancellation statements can be directed to the email address provided below.



O'Brien Community Center
32 Malletts Bay Avenue
Winooski, VT 05404
Phone: 1-(802)-655-1392
Email: winooski.wellness@gmail.com

**RENTAL RESERVATION
BROCHURE**



**O'Brien
Community
Center**



We have a great space for your:

Conference

Birthday Party

Celebration

Potluck

Class

Make **checks** payable to the
City of Winooski.

O'Brien Community Center
Together, we're better.

32 Malletts Bay Avenue
Winooski, VT 05404
Contact 655-1392 x20

Rooms:



Accommodates up to 65 people.
14 Tables seat 4-6 people each.
Adjacent to kitchen.
Great for: lunch meetings, celebrations, conferences, classes.



Catering kitchen.
Convection ovens, walk-in fridge and freezers, 3 large prep tables, sheet pans, full pans, proofing box, warmer, etc.



Conference room fits 8-10 people.
Small meeting room fits 20.

How to make a reservation:

Have this information ready when you make your reservation:

- Contact Person, phone and email.
- Date(s) of desired reservation.
- Time(s) of desired reservation.
- Billing Address
- Desired Room
- Type of Activity
- Estimated number of participants.

Allow at least 10 business days prior to your event.

By Phone:

Contact Scheduling Coordinator at
1-802-655-1392 x20

Mail:

Send your completed application available in this brochure to:

O'Brien Community Center
Attn: Scheduling Coordinator
32 Malletts Bay Avenue
Winooski, VT 05404

Payment due 5 days after reservation is made to hold your space..

Send payment and signed Policies and Procedures Waiver to:

Fees:

Non-Commercial Charges

User Type	Room Charge	Kitchen Charge
Non-Profit	\$25/hour	\$10/hour
Non-Resident	\$15	\$10
Resident	\$10/hour	\$10/hour
Tenant	\$0	\$0
School Group	\$0	\$10 flat fee

Non-Profits

Can present 501 (c)(3) identification number.

Tenants

Rents space in Center; pays Common Area Usage Fee.

Non-Resident

Lives and pays taxes outside of Winooski who schedules a private gathering/celebration.

Resident

Lives and pays taxes in Winooski who schedules a private gathering/celebration.

School Group Function or affiliate of the school.

Damage Fee – \$25/hour cleaning fee charged if checklist is not completed satisfactorily. One-time users will make a \$25 deposit that will be returned when we receive completed cleaning checklist.

Comercial Charges

Business/Activity Type	Peak Hours (8am-8:30pm)	Off-Peak Hours (8:30pm-On)
Start-up business	\$30/hour Kitchen	\$15/hour Kitchen
Established Business	\$50/hour Kitchen	\$50/hour Kitchen
Conference	\$50/hour Room \$10/hour Kitchen	\$50/hour Room \$10/hour Kitchen

- Start-up Business: in operation for 0-12 months.
- Established Business: in operation for 12+ months..
- Minimum of free refrigerated space provided for the first six months. Agreement reevaluated after 6 months.