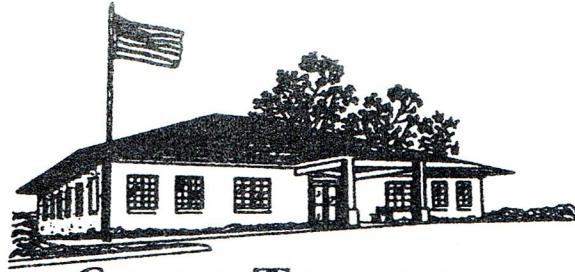


SUPERVISOR
Catherine "Kay" Starostovic

CLERK
Barbara Schau



GRANT TOWNSHIP
Est. 1850

TRUSTEES
Robert Hamm
Robert "Bob" Selle
Richard W. Stueber
Theodore "Ted" Beskow

Town Hall Private Rental Reservation Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home phone: _____ Cell phone: _____

Work phone: _____ Drivers License #: _____

Type of Event: _____

Rental Date: _____ Time from: _____ am/pm Time to: _____ am/pm

Number of People attending: _____ Stove needed: (circle) YES NO

Number of Tables (6 people per table) needed: _____ Number of Chairs needed: _____

_____ Receipt of Rules and Regulations sheet

On the back of this page, please draw a diagram of how you would like tables & chairs set up in the hall. We will do our best to match your diagram.

Please note the hours of operation are 8 am – 11 pm. **The building MUST be vacated by 11:00 pm.**

Please submit this form with a **\$250.00 Security Deposit** to reserve your date. Your date will not be held until the Reservation Form and Security Deposit is received. **Rental fee of \$150.00 for 5 hours is due fourteen (14) days prior to the date of your event.**

I hereby request the use of the Town Hall on the date and time above, for the purpose stated. I acknowledge receipt of the rules governing the use of the Town Hall. I indemnify and hold the Township of Grant harmless for any damage, losses or costs (including Attorney's fee) that may arise from my use of the Town Hall.

Applicant Signature: _____ **Date:** _____

Office Use

Key picked up by: _____ ID verified by: _____

Deposit received on Date: _____ by: _____

Fee received on Date: _____ by: _____

Revised 1/24/2012

TABLE STORAGE

CONF. TABLE

MENS REST ROOM



RESTROOMS

STAIRWELL UP

LEVATOR

ENTRANCE COAT ROOM

Window

Window

door

Window