

FOREST TOWN HALL APPLICATION FOR REDUCED RENTAL FEE

100-person occupancy; 9 folding tables; 73 chairs available

Application Information:

Date(s) of Meeting(s)/Event(s): _____

Type of Meeting/Event: _____

Rental Start Time: _____ Rental End Time: _____

Name of Applicant: _____

Address of Applicant: _____

Phone Number of Applicant: _____

Is a Forest Township Resident holding this meeting/event? _____ YES _____ NO

Is your group/organization a 501(c)(3) or a government agency? _____ YES _____ NO

Is your event open to the public? _____ YES _____ NO

Please describe your event? _____

Rental Information:

By signing this agreement, the applicant agrees to the following:

- If alcohol will be provided during your rental, you agree to add a rider on your homeowner insurance for event coverage; Alcohol may not be sold
- Renter will not hang anything from the ceiling
- Renter will not play music after 8:00 p.m.
- Renter will remove ALL garbage and recycling after the event
- Renter will not use the fridge
- Renter will ensure the door is locked upon exit
- Renter will use power strips if plugging anything into outlets
- Renter will wipe down all tables that were used during the event
- Renter will put all tables and chairs away after the event

Rental Fees:

- Residents hosting private gatherings - \$125.00
- Non-profits, Government Agencies, or events open to the public may receive a discounted rate. Contact Ashley Anderson, Clerk, foresttwpclerk@gmail.com for an application for a discounted rate.

Applicant Signature: _____ Date: _____

Township Signature: _____ Date: _____

Approved for Reduced Rate? _____ Date of received payment: _____ Check Amount: _____ Cash Amount: _____