



# Venue Rental Request Form

## GUEST INFORMATION

Full Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
Email Address \_\_\_\_\_ Contact Phone \_\_\_\_\_

- Type of event: \_\_\_\_\_
- Proposed event date: \_\_\_\_\_ • Proposed event times: (start) \_\_\_\_\_ (end) \_\_\_\_\_
- Is additional time needed for set up? **Yes No** • If yes, please share how many hours: \_\_\_\_\_
- Is additional time needed for tear down? **Yes No** • If yes, please share how many hours: \_\_\_\_\_

## Facilities

*Please check the facility you are interested in.*

- Town Hall (\$800/day or \$175/hr\*)
- Carhouse 4 (\$600/day)
- Holstrom Park (\$600/day or \$100/hr\*)
- Party Caboose (\$600/day or \$100/hr\*)

*Facilities are available before/after regular business hours (9am-5pm) but will occur a surcharge of \$150/hr.  
\*3 Hour Minimum*

## Extras

- Would like information on venue item rentals such as canopies, tables chairs, games, bounce houses, etc. (additional costs apply)

## Acknowledgement

- I understand that a 50% non-refundable deposit is due at time of booking to securely hold the date.

\_\_\_\_\_  
Guest Signature