

## Ashford Townhall Rental Request

Today's Date \_\_\_\_\_

Renter's Name \_\_\_\_\_ Organization *(if applicable)* \_\_\_\_\_

Ashford Resident (if different from renter) \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Date of Requested Use \_\_\_\_\_ Set up Date (if needed) \_\_\_\_\_

Type of Activity \_\_\_\_\_ # of Attendees Expected: \_\_\_\_\_

Intent for any outdoor activity – explain: \_\_\_\_\_

Expected start time of event: \_\_\_\_\_ Expected completion time of event: \_\_\_\_\_

I certify, by my signature, that I have received, read and understood the conditions for use of this facility, and agree to abide by the conditions, rules and regulations stated, and that the above information is accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed rental request to Supervisor – Bill Grede at [bill.grede@gmail.com](mailto:bill.grede@gmail.com)  
Contact Bill at 920-948-5349 with any questions related to hall rental.

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**For Office Use:** *[note N/A if not applicable]*

Payment –  
Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Recorded \_\_\_\_\_

Key -  
Pick up date \_\_\_\_\_ Key Returned? \_\_\_\_\_

Cleaning/Damage Charges? \_\_\_\_\_ Deposit returned \_\_\_\_\_