



# Winnebago Community Historical Society

## Winnebago Community Historical society Town Hall Reservation Form

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

Date of Event \_\_\_\_\_

Time of Use: Start \_\_\_\_\_ Finish \_\_\_\_\_

Type of event \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail address \_\_\_\_\_

Applicable charge \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_

### Rental Fees:

6 hours or less: \$100.00 / \$50.00 for WCHS members

Full Day: \$200.00 / \$100.00 for WCHS members

Refundable Deposit: \$100.00

I have read and agree to all the terms stated in the WCHS Town Hall Rental Procedure and Usage Policy and post event check list. I agree to clean the facility and return it to the condition it was in prior to my event at the time of completion of my event.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

We thank you for supporting the WCHS by choosing our facility to rent for your special occasion. We hope that your event will be a memorable one. It is our wish that we can serve you again in the future and that you will recommend our facility to others. If there is anything that the WCHS can do to improve the rental process, please feel free to contact one of our Board members or reach out to us on our Facebook page. We look forward to serving you again.

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### FOR OFFICE USE ONLY:

Reservation Approved Date \_\_\_\_\_ Reservation Denied Date \_\_\_\_\_

Signature of WCHS Board Member \_\_\_\_\_ Date \_\_\_\_\_

*Preserving the past | Informing the present | Inspiring the future*

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