

NEW STRAWN COMMUNITY BUILDING RESERVATION FORM

DATE RESERVED: _____ RESPONSIBLE PERSON: _____

NAME OF GROUP/PERSON: _____

ADDRESS: _____ PHONE: _____

TYPE OF EVENT: _____ TIME: FROM: _____ TO: _____

FEES	TOTAL:	
BALL ROOM 1-4 HOURS: (1 hour set up)	50.00	
PER HOUR RATE AFTER FOUR HOURS:	5.00	
MAXIMUM CAPACITY - 280		
CONFERENCE ROOM 1-4 HOURS:	30.00	
PER HOUR RATE AFTER FOUR HOURS:	5.00	
MAXIMUM CAPACITY - 25		
BOTH CONFERENCE AND BALL ROOM	65.00	
PER HOUR RATE AFTER FOUR HOURS:	5.00	
AUCTION/WEDDING 3 DAY USE:	150.00	
ADDITIONAL DAY/PARTIAL DAY	50.00	
ALL DAY RENTAL 8:00 AM TO MIDNIGHT:	100.00	

DAMAGE DEPOSITS:	TOTAL:	
10 & UNDER B-DAY	25.00	
CONFERENCE ONLY	25.00	
ALL OTHER DEPOSITS W/OUT ALCOHOL	100.00	
AUCTIONS, BANQUESTS or PARTIES W/ALCOHOL	200.00	

**RENTAL FEES AND DEPOSITS SHALL BE PAID
TO CITY OF NEW STRAWN WITH TWO SEPARATE CHECKS.**

TOTAL FEES: _____
 CHECK #: _____
 DATE DEPOSITED: _____

TOTAL DEPOSIT: _____
 CHECK #: _____
 DATE RETURNED: _____

RECEIVED BY: _____