

**NEW STRAWN COMMUNITY BUILDING RESERVATION FORM
FOR NON PROFIT GROUPS & FUND RAISING EVENTS**

DATE/TIMES RESERVED: _____

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

ADDRESS: _____

EVENT BEING HELD: _____

ROOMS BEING USED: _____

THERE WILL BE A DEPOSIT REQUIRED FOR ALL EVENTS HELD WITH OR W/O A RENTAL FEE CHARGED.

MAXIMUM CAPACITY FOR BALL ROOM IS 280 - MAXIMUM CAPACITY FOR CONF. ROOM IS 25

FEES:		DEPOSITS:	
Ballroom 1-4 hrs:	22.50	Ballroom deposit:	100.00
Per hr. Rate over 4 hrs	2.50	W/Alcohol Served:	200.00
All Day Rental	50.00	Auctions/Banquets:	200.00
8:00AM to Midnight		Conference Room:	25.00
Conference Room 1-4	15.00		
Per hr. Rate over 4 hrs	2.50		

TOTAL FEE: _____ TOTAL DEPOSIT: _____

CHECK #: _____ CHECK#: _____

DATE DEPOSITED: _____ DATE RETURNED: _____

RECEIVED BY: _____

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