

# HELPER AUDITORIUM RESERVATION

\_\_\_\_\_ TOP FLOOR

\_\_\_\_\_ BOTTOM FLOOR

\_\_\_\_\_ KITCHEN

\_\_\_\_\_ FUNERAL DINNER

\_\_\_\_\_ COUNCIL ROOM

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_

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

Type of Event \_\_\_\_\_

Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Approximately How Many Attending: \_\_\_\_\_

Arrangement of table and chairs: \_\_\_\_\_  
(Banquet style, Buffet style, Meeting, Etc.)

Total Cost: \_\_\_\_\_  
\_\_\_\_\_ (Date)

½ of rental deposit and damage deposit fee of \$500.00 required to hold date for reservation. Payment in full due 30 days prior to event, no refund due unless cancellation is made at least 14 days in advance of reservation date.

Deposit: \_\_\_\_\_  
\_\_\_\_\_ (Date)

Signature of Person Responsible \_\_\_\_\_  
\_\_\_\_\_ (Date)

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OFFICE USE ONLY:

KEY ISSUED: \_\_\_\_\_  
\_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ (DATE)

KEY RETURNED \_\_\_\_\_  
\_\_\_\_\_ (CITY EMPLOYEE) \_\_\_\_\_ (DATE)