



Helper Auditorium Reservation Form

TOP FLOOR (\$200.00/day) _____

BOTTOM FLOOR (\$200.00/day) _____ w/Kitchen (\$55.00) _____

FUNERAL DINNER (\$100.00/day) _____

COUNCIL ROOM (\$30.00 – 2 hrs.; \$15.00 every ½ hour thereafter) _____

SMALL GROUP ACTIVITIES/TEAM SPORTS (2 hr rental/no setup + any additional hr) :

(see Resolution No. 2026-05)

Name: _____

Address: _____

Contact Phone Number(s): _____

Date of Event: _____ Time of Event: _____ to _____

Type of Event: _____

Approximately How Many People Attending: _____

Arrangement of Tables & Chairs (Banquet Style, Buffet Style, Meeting, etc.):

Total Cost: _____ Date: _____

\$200 deposit for daily/longer rentals. \$100 for hourly rentals. **Deposit must be paid to hold the reservation date. Payment in full is due thirty (30) days prior to the event. No refund due unless cancellation is made at least fourteen (14) days in advance of the reservation date.**

Deposit: _____ Date: _____

Signature of Responsible Party: _____ Date: _____

OFFICE USE ONLY:

KEY ISSUED TO: _____ Date: _____

KEY RETURNED TO: _____ Date: _____