



Historical Society of Grand Rapids Ohio Old Fire Station Application for Event

Organization / Individual Name			
Contact Name			
Address			
Phone Number			
E-Mail Address			
Event Description			Attendees
			Open to Public (Yes or No)
Event Date/Time <i>(Calendar on website to check availability)</i>	Date		Start Time
			End Time
Donation		Security Deposit	
		<i>Check One</i>	Refundable / Return
			Refundable / Retain
Non-Refundable			
Proof of Liability Insurance	Copy Required		Add HSGRO
Room(s) Requested <i>(Check all that apply)</i>	Truck Bay		Radio Room
	Meeting Room		Kitchen
Furniture Needed <i>(Specify number)</i>	Banquet Tables		Chairs
Kitchen Needs <i>(Check all that apply)</i>	Refrigerator	Stove/Oven	Microwave

Form continued on Other Side

*Download forms and learn more about the Old Fire Station on our website:
www.grandrapidshistoricalsociety.org*

1. Contact one of the following individuals to discuss event to be held at Old Fire Station. Discussion will include availability, donation, security deposit, and liability insurance.

Chuck Thomas 419-265-7936	Steve Parsons 419-266-8191
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2. Complete form and submit to Historical Society by either of following methods:

Mail to: Historical Society of Grand Rapids Ohio PO Box 124 Grand Rapids, OH 43522-0124	Drop off at: Huntington Bank Grand Rapids, OH Attention: HSGRO/Debi Huffman
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3. Following MUST be included with form or it will NOT be accepted:

Donation Check	Security Deposit Check <i>Unless check previously submitted as "Refundable / Retain"</i>	Proof of Insurance <i>Agreement may require that HSGRO be added as additional insured; specify "on file", if HSGRO already has copy on file</i>
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4. You will be contacted by phone and/or e-mail if application is incomplete, additional information is required, clarification is needed, and/or application approved/denied

5. Facility must be returned to pre-event condition. Failure to do so will result in forfeiture of security deposit.

Clean rooms used, including restrooms		Return tables / chairs to storage area	
Remove your garbage		Turn off lights	
Reset thermostat		Secure building / return keys	

6. Security deposit, if "refundable / return", will be returned by mail once verification is received that facility has been returned to pre-event condition or, if "refundable / retain", upon request.

Please indicate your agreement to abide by the process / terms outlined in this Application for Event:

Signature		Date	
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Application and terms of use approved by HSGRO:

Signature		Date	
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