

Historical Society of Grand Rapids, Ohio

Old Fire Station Application for Events

Organization/Individual Name _____

Contact Name _____

Address _____

Phone Number _____

Email Address _____

Event Description _____

Date of Event _____ Start Time _____ End Time _____

To confirm your reservation, please contact Chuck Thomas (419-265-7936) to discuss your event to be held at the Old Fire Station. The discussion will include availability, cost of rental fee and refundable security deposit and responsibilities for renting the facility.

Rental Fee _____

Security Deposit _____

IMPORTANT: The facility must be returned to pre-event condition. Failure to do so will result in forfeiture of your security deposit. Your responsibilities include:

Clean rooms used including restrooms

Return tables / chairs to storage area

Remove your garbage

Reset thermostat

Secure building / return keys

Turn off lights

Your security deposit (unless forfeited) will be returned by mail once verification is received that the facility has been returned to the pre-event condition.

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

Signature _____ Date _____