



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 <i>(Yes or No)</i>
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 the following individual 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

2. Complete form and submit to Historical Society by mail to the following address

Historical Society of Grand Rapids Ohio
PO Box 124
Grand Rapids, Ohio, 43522-0124

3. Following MUST be included with form or it will NOT be accepted:

Donation Check

Security Deposit Check
*Unless check previously submitted as
"Refundable / Retain"*

Proof of Insurance
*Agreement may require that HSGRO
be added as additional insured;
specify "on file", if HSGRO already
has copy on file*

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

Application and terms of use approved by HSGRO:

Signature

Date