

# Old Fire Station Event Application

Historical Society of Grand Rapids, Ohio

## Applicant & Event Information

Organization / Individual: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Event Description: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**[For Ongoing Use Only]** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

## Fees & Reservations

**Rental Rate:** \$125 per day - **Refundable Deposit:** \$50 (to be returned after inspection). For reservations, ongoing use, or questions, contact **Mike Bailey** at (419) 308-4555 or [mikeb1248@outlook.com](mailto:mikeb1248@outlook.com)

## Room Use & Inventory

Large Bay Room includes 11 aluminum tables (8'x3'), 85 folding chairs, and 8 wood tables (10'x3). By special request, up to 20 additional wood tables and 20 additional chairs may be available.

## Use Guidelines

- Leave the building as clean or better than you found it
- Take all trash with you
- Clean rooms used, including restrooms
- Return tables and chairs to storage
- Reset thermostat, turn off lights, lock doors, and return keys
- No alcohol allowed
- Emergency maintenance: call (419) 308-4555
- Non-emergency issues should be reported later

## Use Guidelines

Applications and availability calendar are available online at [www.grandrapidshistoricalsociety.org/old-fire-station.html](http://www.grandrapidshistoricalsociety.org/old-fire-station.html).

Completed applications, rental payment, and deposit may be mailed to:

**Historical Society of Grand Rapids, Ohio, 23540 Poe Road, Grand Rapids, OH 43522**

- or emailed to [mikeb1248@outlook.com](mailto:mikeb1248@outlook.com). Payments may also be dropped off at the Huntington Bank across the street.

## Agreement

Signature: \_\_\_\_\_ Date: \_\_\_\_\_