

**VILLAGE OF NEW GLARUS
VILLAGE HALL RESERVATION**

RESERVATION DATE: _____

TIME: _____ TO _____

ORGANIZATION NAME: _____

RESPONSIBLE PARTY: _____

ADDRESS: _____

PHONE: _____

APPROXIMATE NUMBER OF PEOPLE WHO WILL ATTEND: _____

WILL FOOD AND/OR BEVERAGE BE SERVED? YES NO

The individual whose name appears above is responsible for the conduct of persons covered by this permit. Any physical damage will be personally charged to this individual. No food or beverages or their containers are to be left in the rooms. You are responsible for leaving the village hall in the condition in which it was found, including the locking of all doors which have been opened. GARBAGE should be left in closed garbage bags (**provided by you**) in the village hall next to the back exit doors. PLEASE DO NOT PUT GARBAGE OUTSIDE. Key that is provided will open restrooms and kitchen.

NOTE: NO ALCOHOLIC BEVERAGES, HELIUM BALLOONS OR SMOKING ARE ALLOWED

KEYS MUST BE RETURNED THE FOLLOWING DAY. IF FOR SOME REASON YOU CANNOT RETURN THE KEY, NOTIFY THE VILLAGE CLERK AT 527-2510.

Signature (Responsible Person)

KEYS ISSUED: YES NO
DATE ISSUED: _____
DATE RETURNED: _____

RESERVATION TAKEN: _____
POLICE NOTIFIED: _____
MAINTENANCE: _____

FEE PAID: YES NO
DATE _____

Revised: 2/2017