

**NON-REFUNDABLE APPLICATION FEE:**  
\$100.00 Resident & \$150.00 Non-Resident

**VILLAGE OF NEW GLARUS  
VILLAGE HALL RESERVATION**

RESERVATION DATE: \_\_\_\_\_

TIME: \_\_\_\_\_ TO \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

RESPONSIBLE PARTY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROPOSED USED FOR: \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

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. Key that is provided will open restrooms and kitchen.

**NOTE: NO ALCOHOLIC BEVERAGES, HELIUM BALLOONS OR SMOKING ARE ALLOWED. GARBAGE SHOULD BE CLEANED UP AND TAKEN WITH YOU (Garbage bags provided by you).**

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

ANY RESERVATION MAY BE CANCELLED BY THE VILLAGE AT ANY TIME IF NEEDED FOR A VILLAGE GOVERNMENTAL FUNCTION, PROVIDED A 5-DAY NOTICE IS GIVEN TO THE USER.

\_\_\_\_\_  
Signature (Responsible Person)

KEYS ISSUED: YES \_\_\_\_\_ NO \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

DATE RETURNED: \_\_\_\_\_

RESERVATION TAKEN: \_\_\_\_\_

POLICE NOTIFIED: \_\_\_\_\_

MAINTENANCE: \_\_\_\_\_

FEE PAID: YES \_\_\_\_\_ NO \_\_\_\_\_

DATE: \_\_\_\_\_