

Athen Town Hall Rental Application for the Athens Township Town Hall

This application must be submitted to the town clerk at least 14 days prior to the event with the \$100.00 application fee for Athens Resident and \$200.00 damage deposit check, to be returned if no damage is found in an after event inspection. If the application fee is not submitted this application will be considered incomplete.

Date of Event: _____

Type of Event: _____

Application Information:

Name of Applicant: _____

Date submitted: _____

Address: _____

Phone number: _____

Rental hours: Start time: _____ Ending time: _____

Approximate amount of quests attending event: _____

Setup time and clean-up times: Applicant may request additional time to set-up for the event or to clean-up after the event.

Set-up time/ date: _____ Clean-up time/ date: _____

Insurance: *Applicant required to provide proof of liability insurance 14 days prior to the event. A copy of insurance should accompany this application. If insurance is not provided this application will be considered incomplete.*

Was proper insurance provided: Yes No

I, _____ have received, read, understand and will adhere to Athens Townhall Policy.

Applicant Signature _____ Date: _____

TOWN USE ONLY

Application fee recieved: \$ _____ cash or check

Copy of insurance provided: YES NO

Clerk signature: _____

Clerk received application on: _____

TOWN USE ONLY

Application approved? YES NO

if no provide reason for denial: _____

Townhall representative _____ Date _____

Townhall representative _____ Date _____

TOWNHALL POST EVENT WALK THROUGH:

Any areas of concerns, damage and items to be replaced or fixed? YES NO

If YES please explain:

Townhall representative: _____ Date: _____

Townhall representative: _____ Date: _____