

APPLICATION FOR USE OF EASON HALL FACILITIES

Name of Applicant/Organization _____

Contact Person _____ Telephone _____

Address _____

Room(s): Auditorium North Room Balcony/Kitchen Other

Time: from _____ to _____

Date Needed _____

Type of Activity (Age Group, if a Student Dance) _____

Anticipated Number of Participants _____

Will Alcoholic Beverages be consumed? Yes No

Generally alcoholic beverages are not allowed in Eason Hall, however private events may have Host Liquor Liability which may be included within their Homeowner's Policy. A copy of that Certificate of Insurance should be provided in advance.

Admission Will be charged Will not be charged

Any receipts in excess of expenses will be used for (please be specific):

NO SMOKE OR FOG MACHINES !!

I have read and agree to comply with the "Rules for Use of Eason Hall Facilities", and further agree to hold the Village harmless for any and all liability for injuries to persons or damage to property.

Authorized Signature/Date

Approved Disapproved Reason _____

- \$100 Refundable Deposit by check to guarantee cleanup
- Final Fee for Room Usage (\$25=up to 2 hours; \$50=2-4 hours; \$100=more than 4 hours)
 - North Room Fee = \$25 Balcony/Kitchen Fee = \$25
- Frequent/Heavy Users = \$25/Day (see *Reservation Priorities Page 2, "1.f"*)

PROFIT MAKING GROUPS=\$100 PER DAY

NON-PROFIT MAKING GROUPS FOR SKATING - \$1.00 PER SKATER

Certificate of Insurance Required Date Received _____
(Minimum Required \$300,000.00)

FOR OFFICE USE ONLY

Comments: _____

