

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 \$50.00 application fee for Athens Resident. 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 guests 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.*

A brief overview of the event: _____

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 received: \$ _____ 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: _____