



## *Rental Form for the Grand Ball Room/Badger Room*

☐ I understand there is a \$500.00 rental fee to rent the **Badger Room** and I must have a minimum of 100 people to eat dinner, if I do not have the minimum, I will still be charged for the minimum number of guests.

☐ I understand that there is a \$750.00 rental fee to rent the **Grand Ball Room** and I must have a minimum of 250 people to eat dinner, if I do not have the minimum, I will still be charged for the minimum number of guests.

Your Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Two: \_\_\_\_\_ Phone Number \_\_\_\_\_

Date of Event: \_\_\_\_\_

Amount Paid for Hall: \_\_\_\_\_

This payment is to reserve your scheduled event at our facility and will not be refunded. This payment is used to reserve your room(s) and does not apply to any other services.

In the event of a cancellation, your hall rental fee will be non-refundable. The six-month deposit will ONLY be refunded if your date is rebooked for your scheduled event date.

*\*\*\*Please be aware that you may be liable for an additional cleaning cost. This charge would be added to your invoice, and would only be required if the facility is left in a state that is intolerable. You will not be responsible for this additional cost if our normal cleaning services can return the facility back to its normal state.*

This contract guarantees your hall so please return as soon as possible. **Thank you.**

Your Signature \_\_\_\_\_

Signature of The Village at 170 Representative \_\_\_\_\_