



# UAW LOCAL 2488



## HALL RENTAL RESERVATION FORM

Name of Member Requesting Reservation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: ( ) \_\_\_\_\_ Cell Phone Number: ( ) \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time (approx): From: \_\_\_\_\_ To: \_\_\_\_\_ Number of people expected: \_\_\_\_\_

(Occupancy rate of Hall is 160 people)

Purpose for Use: \_\_\_\_\_

List any special activities (ex. Alcohol, band, fire, portable cooker/roaster, use of kitchen, tent, pavilion, stage etc):  
\_\_\_\_\_

- UAW Local 2488 will be indemnified from any and all injuries, losses or damage.
- UAW Local 2488 shall not be responsible for any accidents or items lost or stolen.
- UAW Local 2488 will not be held liable for any damages or penalties caused by violation of rental guidelines by applicant.
- If alcohol is to be on the property, in any way, proof of dram shop insurance must be provided.
- If there is a violation with the alcohol provisions Lessor will forfeit entire \$325.00 deposit.

I request the use of the UAW Local 2488 Union Center for the above indicated date. I have read, understand and fully intend to abide with all provisions set forth in the Hall Rental Guidelines.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

*All applications will be reviewed and approved, based on availability and nature of event.*

### *For Office Use Only:*

Application Received: \_\_\_\_\_

By: \_\_\_\_\_

Approved Date: \_\_\_\_\_

Applicant Notified: \_\_\_\_\_

Date Rental Fee Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Date Deposit Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Date Deposit Refunded: \_\_\_\_\_

Amount & Check #: \_\_\_\_\_