

## APPLICATION FOR THE USE OF THE HAVEN TOWNSHIP TOWN HALL

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Applications must be submitted to the town clerk before the event along with the deposit fees. The Town Hall may be used on a "first come" basis. The Town Hall is available for use by Town residents, including groups with Town residents as members.

Date of the Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

**Applicant Information:** (Include name and address of a Town Resident for a group)

Name of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Work Phone: \_\_\_\_\_

Name and address of Town resident, if not the Applicant \_\_\_\_\_,

\_\_\_\_\_.

**Rental Hours. \*** Starting Time: \_\_\_\_\_ (no earlier than 7:00 a.m.)  
Ending Time: \_\_\_\_\_ (no later than 10:00 p.m.)

**No Alcohol.** No alcohol may be brought to or consumed at the Town Hall or on Town Property.

**Insurance.** Applicant may be required to provide proof of liability insurance before the event in an amount determined by the Town.

Applicant understands and agrees that if its application is approved, applicant is fully responsible for the event and is subject to the terms and conditions of the Township Hall Rental Policy.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### TOWN USE ONLY

Damage and Clean-Up Deposit: \$ \_\_\_\_\_ (if any)

For the Town: \_\_\_\_\_  
Signature of Town Clerk or Supervisor Date

\*Boy Scouts, Girl Scouts, 4-H and similar groups, may use the Town Hall overnight with a Town Board Member's written permission.