

**APPLICATION FOR USE OF THE SB/LG NORTH FIRE STATION MEETING ROOM**

Name of group/person: \_\_\_\_\_

Date of use: \_\_\_\_\_

Begin at: \_\_\_\_\_ AM / PM End at: \_\_\_\_\_ AM / PM

Expected Attendance: \_\_\_\_\_

**PERSON MAKING RESERVATION & ACCEPTING RESPONSIBILITY FOR CLEANUP:**

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

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

Phone number: \_\_\_\_\_

Name of caterer (if applicable): \_\_\_\_\_ Caterer Phone: \_\_\_\_\_

**A \$300 deposit will be collected and is refundable upon satisfactory cleanup of the building and grounds.**

Resident/non-profit (1 <sup>st</sup> day)	\$125.00
Non-resident/for profit (1 <sup>st</sup> day)	\$250.00
No charge for Liberty Grove based 501(c) organizations when no food is prepared on premise.	
Tent on grounds	\$125.00
Second day same activity	\$100.00/day

We agree leave the facility in the same condition as it was found and to be responsible for any damage done while this group is using the facility. **We also agree to pay for any extra cleaning that may be necessary after use of the building by our group and it is understood that the Town rate for cleanup is \$65.00 per hour.** We understand that accidents or problems must be reported to the Town Clerk or Town Chairman upon leaving the building, and that future use of the building may be prohibited to any groups or persons who do not observe these procedures. We have read the enclosed rules for use of the facility and agree to abide by their provisions including the curfew of 10:00pm as established by Town Ordinance.

SIGNED BY \_\_\_\_\_ DATE \_\_\_\_\_  
(person making reservation)

APPROVAL BY \_\_\_\_\_ DATE \_\_\_\_\_  
(Town Official)

RETURN TO: TOWN OF LIBERTY GROVE  
11161 OLD STAGE RD  
SISTER BAY, WI 54234