

RENTAL OF MEMORIAL HALL

This form is for the purpose of providing information for the hall manager from those desiring to rent the Manilla Memorial Hall. For more information regarding rental call Manilla City Hall at 654-2632.

NAME: _____

DATE OF EVENT: _____

TIME OF EVENT: _____

CONTACT PERSON & TELEPHONE NUMBER: _____

NUMBER OF FLOORS _____ BAR ? _____

If planning to have a bar, you will have to guarantee a bar income of \$500.00. The Manilla Community Club will provide bartenders. Rent is \$50.00 per floor and \$100.00 deposit. (Deposit returned when cleaned and key turned back in at city hall.)

Events with bar are \$ 100.00 per day rental and a \$ 300.00 deposit.

Do you plan on holding a dance? _____. If you do, you are responsible for hiring the band or music people and taking tickets if necessary.

Do you plan on serving a meal? _____. If it is being catered, you are responsible for providing access to them and anyone else who needs to be let in early, prior to the time guests will begin to arrive.

At what time do you estimate the arrival of the guests? _____.

Approximately how many people do you anticipate? _____.

All alcoholic beverages consumed here must be purchased through the Community Club. **NO OUTSIDE BEVERAGES MAY BE BROUGHT IN!** Champagne for weddings must be purchased through the Manilla Community Club.

Due to minors consuming alcohol at the Memorial Hall, the City Council would like your assistance in helping with this problem. The Managers and City Police may shut down the bar at any time, if during the event, minors are caught consuming alcohol.

Please return this form, signed and filled out, to city hall at least 1 month prior to your event.

_____ Renter's Signature