



VILLAGE OF POPLAR GROVE

APPLICATION TO RESERVE VILLAGE HALL

NAME OF APPLICANT(S): _____

STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER OF APPLICANT: HOME/CELL _____

DATE(S) REQUESTED: _____

HOURS REQUESTED: _____ TO _____ MAX NUMBER TO BE IN ATTENDANCE: _____

FOR THE PURPOSE OF: _____

DEPOSITS & FEES:

DEPOSIT

\$150

Due at time of Application

**Refundable; Contingent on Room
condition & Village Key Returned**

Room Rental Fee

\$75

Non-Refundable

***Village Key pick-up 24 hours
before event**

ALL PAYMENTS MUST BE SUBMITTED TO THE VILLAGE OF POPLAR GROVE WITH THE COMPLETED APPLICATION.

☐ **I have read and understand the Policy and Guideline Packet; Initial: _____**

The applicant agrees by signing this application that the deposit shall be held by the Village of Poplar Grove, and may be applied to property damage to the premises and/or Village Key not being returned the day of rental, resulting from the time of the activity or may be forfeited as a result of the activity. The Village may also seek further action to recover damages to the occupied premises. The applicant agrees not to use the premises for any unlawful activity and agrees to abide by all Village Hall rules, Regulations, and Ordinances of the Village of Poplar Grove. Person(s) using the Village Hall do so at their own risk. The Village and its employees are not responsible for damage to or loss of property of person(s) using the Hall. The Village will be contacted immediately for any injuries that result while person(s) are using the Hall. I, the applicant, have read and fully understand all the policies and guidelines as attached necessary for the use of Village Hall, and I will comply.

☐ **I have read and understand the above waiver.**

APPLICANT SIGNATURE: _____

DATE: _____

☐ Deposit refund date: _____

☐ Key Given to: _____ Date: _____

☐ Fee Paid Date: _____

☐ Paid by: CK Number _____ CC Last Four Numbers _____ CASH _____