

**AIRPORT
RENTAL INQUIRY/RESERVATION AGREEMENT**

421 Columbus Ave.
Grand Haven, MI 49417

For Reservations: 616.842-2550

Airport Phone: 616.842.4430

RATES

___ \$75.00-4 hour rentals-\$25.00 for each additional hour

Today's Date: _____

Name/Organization: _____

Address: _____

City, State, Zip: _____

Telephone: (____) _____ (H) (____) _____ (C) _____

Email: _____

Event Details:

Type of Event: _____

Date/s of Event: _____ Time: _____ Set Up: _____

Approximate # of Attendees: _____

Set Up Requested:

___ # Rectangle Tables ___ U-shaped (24) ___ Theater (50) ___ Square (27)

Miscellaneous Amenities: ___ Screen ___ Projector ___ Kitchen(\$25.00) ___ Coffee Pot

Additional requests: _____

**Maximum Capacity 50 person with Tables and Chairs
A separate damage deposit of \$100.00 is also required
NO Alcoholic Beverages Allowed
MAKE CHECKS PAYABLE TO THE CITY OF GRAND HAVEN**

Renter Signature

Date

OFFICE USE ONLY

Amount due: _____

Date Paid: _____

\$100.00 Damage Deposit Collected: _____

Amount paid: _____

Balance due: _____

Date Paid: _____

Amount paid: _____

Please mail completed form to: Community Affairs Manager, Community Center, 421 Columbus, Grand Haven, MI 49417 or fax to 616-842-3490.

Inquiry does not confirm date. Call the office to inquire on date availability