

# City of Grand Haven

Community Center  
421 Columbus Avenue  
Grand Haven, MI 49417  
For Reservations Call: 616-842-2550



## Rental Inquiry

Today's Date: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ (H) (\_\_\_\_) \_\_\_\_\_ (W)

Cell: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

### Event:

Type of Event: \_\_\_\_\_

Date/s of Event: \_\_\_\_\_

Time: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Approximate # of Attendees: \_\_\_\_\_ Will alcohol be served: \_\_\_\_\_ Yes \_\_\_\_\_ No

### Set Up Required:

\_\_\_\_ Rounds of 7 \_\_\_\_ Rectangle Tables \_\_\_\_ U-shaped \_\_\_\_ Theater \_\_\_\_ Square \_\_\_\_ C/R

### Room Requested:

Section/s  
**Main Floor:** \_\_\_\_ Full Ballroom \_\_\_\_ of Ballrm. \_\_\_\_ Atrium \_\_\_\_ Woodbine \_\_\_\_ Suite

**Lower Level:** \_\_\_\_ Escanaba \_\_\_\_ Raritan \_\_\_\_ Acacia Auditorium

**Room Rental:** \$ \_\_\_\_\_

*(1/2 of rental fee is due at the signing of the contract with the balance due **60 days prior** to event.)*

**Misc. Rentals:** \_\_\_\_ Coffee (30/60) \_\_\_\_ Tea \_\_\_\_ Dishes \_\_\_\_ Paper table coverings \_\_\_\_ other

List additional Furnishings or Equipment Needs:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

***Inquiry does not confirm date. You must call office to confirm availability***