

RESERVATION REQUEST FORM

I, (YOUR NAME) _____, residing at

(YOUR STREET ADDRESS)_____. I wish to reserve the

(circle one only)

Portage Village Hall

Enright Park Shelter

(\$50 each event)

(donations to Park Fund, tax deductible)

date(s), time(s)

for either area

- * Return this completed form to a current Portage Village Official or email a copy to VillageofPortage@gmail.com
- * By signing this form the person(s) above acknowledges understanding and agreeing to all terms and conditions related to the reserved facility
- * Areas are to be left in the same condition as you first found them
- * A minimum of \$50 will be assessed to the person(s) responsible for use of the reserved facility for cleaning and/or damage if not restored to the original state
- * Portage Village is NOT responsible for any harm to any person that attended your event at the reserved facility
- * Portage Village is NOT responsible for any loss, damage, or harm to any personal property used or abandoned at the reserved facility
- * Facilities are subject to availability, on a first request basis.
- * NO ALCOHOL, SMOKING, OR FIREARMS are allowed in any part of the Portage Village Hall
- * NO ALCOHOL or FIREARMS permitted in Enright Park

SIGNED _____ DATE _____

This form was accepted by _____, who is currently
(OFFICIAL'S SIGNATURE)

serving the Village of Portage as _____ on _____.
(OFFICIAL'S POSITION) (DATE)