

Auditorium and Conference Room Rental Form
Allendale Charter Township
6676 Lake Michigan Drive, P O Box 539
Allendale MI 49401

Contact person _____
Organization name _____
Address _____
Telephone number _____

Conference Room	\$30	_____
• Capacity 10 around table		
• Available Monday-Friday, 8 am—5 pm		

Auditorium		
• Capacity 118 seating only/60 around tables		
Available every day, from 8 am to 10 pm		
• Prices		
Four hour time period	\$80	_____
Each additional hour	\$15	_____
• \$50 deposit, refundable if there are not damages to the auditorium.		
• To be used for: _____		
• Date needed: _____		

The rules and regulations are attached. Please sign below to show that you have read, and agree to follow, all rules as stated.

Signed: _____

- Cancellation will be accepted up to 48 hours before rental
- Make checks (deposit and rental checks) payable to Allendale Charter Township
- Read the attached rules and regulations, sign this application form, and return it with payment to:
Allendale Charter Township
P O Box 539
Allendale MI 49401
- Reservations are tentatively scheduled until this form has been completed and returned, with payment, at which time your reservation will be confirmed. If you should have any questions, please feel free to call 895-6295, extension 0, for clarification.