

**Downtown Muskegon Development Center No. 1 of Muskegon
External Group Reservation Form**

This form is a request only. Your reservation is not guaranteed until you have received written confirmation from the Condo Association or their appointee.

A request for the use of Downtown Muskegon Development Center No. 1 facilities is not considered official until this form is completed and signed by a representative of the organization requesting the use of the facility. The Association is not responsible for conflicts resulting from failure to comply with this procedure. All reservations must be made four (4) weeks in advance.

Event Information

Name of Group: _____
Date of Event: _____ Date submitted: _____
Contact Person: _____ Phone: _____ email: _____
Billing address: Street: _____ City: _____ State: ___ Zip: _____
Code: _____
Non Profit Number: _____ FAX number: _____

Type of Event : _____
Event Time: Start: _____ a.m. / p.m. End: _____ a.m. / p.m. (must end by 9:00 p.m.)

Desired location:
_____ Olthoff Stage
_____ Alcoa Square
_____ Other – Please describe: _____

Estimated Attendance: _____
Is the event open to the public? _____
Will there be a charge for those attending the event? _____
Event Description: _____

Set up Requirements: (Y/N) _____
Electric Requirements: _____

Payment Information: Numbers provided are base. Final charges to be determined by Condo Association Board. Please explain any circumstances you feel merit special consideration.
Rental Fee: (~~\$50, includes using outdoor outlets~~) **Temporarily Waved**
Electric Fee: (\$75 – for panel for large loads) _____
Security and Cleanup Deposit: (\$100 – refundable if facilities left as they were found – organization must provide own trash service) _____

Applicant's Signature: _____
Date submitted: _____

FOR OFFICE USE ONLY
Approved by: _____ Date submitted: _____
Date Approved: _____