

# Lillard Hall Rental Application

## Applicant Information

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

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

## Event Information

Date: \_\_\_\_\_ Hours: \_\_\_\_\_ Group Size: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Food Service?  Yes  No Alcohol?  Yes  No

Will a fee be charged?  Yes\*\*\*  No

\*\*\*If yes, explain: \_\_\_\_\_

Describe any special equipment to be brought (DJ, Band, Lighting, Bouncy Houses, etc):

I hereby acknowledge (1) receipt of a copy of the Lillard Hall Rental Policies and (2) that I have inspected the facilities to be used and understand the conditions for use as set out in the Lillard Hall Rental Policies.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Application Approval

(Lillard Hall Use Only)

WPPFD Personnel  WPPFD Resident  Meeting  Other

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit: \_\_\_\_\_ Date Received: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Returned Security Deposit: \_\_\_\_\_ Date: \_\_\_\_\_

Proof of Insurance Provided  Proof of Security Firm Contract Provided

Discrepancy Explanation: \_\_\_\_\_

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