

VETERAN'S MEMORIAL HALL RESERVATION QUESTIONNAIRE

PLEASE PRINT LEGIBLY

1. Which Veterans' Memorial Hall are you interested in renting and what areas?

If food/drinks are present at the event Kitchen rental is required.

Auburn

- Upstairs Dance Hall
- Downstairs
- Kitchen
- Fireside Room (holds 20)
- Entire Hall (Upstairs, Downstairs, Kitchen)

Colfax

- Main Hall ONLY
- Entire Hall (Main Hall, Kitchen)

Lincoln

- Dining Room ONLY (Must be a meeting/no more than 20 people/no more than 4 hours)
- Entire Hall (Main Hall, Dining Room, Kitchen)

Loomis

- Meeting Room (holds 20) & Kitchen
- Main Hall ONLY
- Entire Hall (Main Hall, Meeting Room, Kitchen)

Roseville

- Main Hall (Auditorium)
- Basement
- Kitchen
- Service Office
- *Ladies Lodge Room
- *Fireplace Room

NO Kitchen only reservations allowed.

***Advanced approval is required from the Hall Board.**

2. What is the date of your event? _____

3. What are the beginning and ending times you will be inside the Hall?

(They must include your set-up and clean-up.)

- 6:00am-1:00am
- 8:00am-6:00pm (Rsvl Auditorium)
- 6:00pm-1:00am (Rsvl Auditorium)
- 6:00am-2:00pm (Rsvl Basement/Kitchen)
- 2:00pm-10:00pm (Rsvl Basement/Kitchen)
- Other: _____

4. What is the estimated number of people that will be present? _____

5. What type of activity is your event?

- Anniversary Party
- Baptism
- Birthday Party
- Business Meeting
- Other
- Celebration of Life
- Graduation
- Quinceanera
- Wedding Reception

Continued on the back



6. Will alcohol be present at the event? Yes No

7. Will food be present at the event? Yes No
If yes, Kitchen rental is required.

8. Will you be charging your guests to attend? Yes No

9. Applicant's Name: _____

Physical and Mailing Addresses: _____

Daytime phone number: _____

Email address: _____

10. Name of Group if applicable? _____

11. Do you prefer that I send your application packet to you via email or U.S. mail?

Email U.S. Mail

**I UNDERSTAND THIS IS NOT AN APPLICATION AND DOES NOT GUARANTEE
A HALL RESERVATION; IT IS INTENDED FOR INFORMATIONAL PURPOSES ONLY.**

Signature