

AUBURN VETERANS MEMORIAL HALL RESERVATION QUESTIONNAIRE

If Filling Out By Hand - Please Print Legibly

1. Check which area(s) of the Auburn Veterans Memorial Hall you are interested in reserving.

- * If food and/or drinks are present at the event, Kitchen reservation is required.
- * Check the online calendar to see if what you want is available, using the Legend/Key. If the Entire Hall (EH) is reserved, nothing is available.
- * We accept one public reservation per hall per day, and also per weekend.
- * Any outside activities require an Entire Hall reservation.

Auburn Hall Spaces Available

Upstairs Main Hall (U)
Downstairs only (D)
Downstairs with Kitchen (D/K)
Fireside Room (F)
Entire Hall- Upstairs, Fireside Room, Downstairs, & Kitchen

Calendar (Legend/Key)

(U)
(D)
D/K)
(F)
(EH)

2. Date(s) of your event? _____

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

Times must include your set-up and clean-up.

6:00am - 1:00am

Other (Specify): _____

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 (Specify): _____

Celebration of Life

Fundraiser

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 reservation (and fees) required.

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

9. Applicant Name: _____

Co-Applicant Name (if applicable): _____

Mailing Address: _____

Physical Address (if different): _____

Daytime Phone Number: _____

Email Address: _____

10. Name of Group (if applicable): _____

11. How do you prefer that I send your application packet to you:

Email

U.S. Mail

I UNDERSTAND THIS IS NOT AN APPLICATION AND
DOES NOT GUARANTEE A HALL RESERVATION.

Signature