

GRAYLING RECREATION AUTHORITY

7601 OLD LAKE RD • PO BOX 361 • GRAYLING MI 49738 • (989)348-9266

www.hansonhills.org

Facility Reservation Form

Event Date: _____ Todays Date: _____ Time: _____ # of People: _____
Event /Organization: _____
Contact Person: _____ Phone #: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Alt. Contact: _____ Alt. Phone #: _____

MAIN LODGE

	<u>RENTAL FEE</u>	<u>PAID</u>	<u>DEPOSIT</u>	<u>PAID</u>
Non-Profit Organizations	200.00	_____	125.00	_____
Full Day Residents	400.00	_____	250.00	_____
Full Day Non-Residents	500.00	_____	250.00	_____
Extra day- set up	50.00	_____		_____
Extra day clean-up	50.00	_____		_____

**Kitchen may be used for prep, clean up, freezer and refrigeration, (cooking equipment is not available)

ARCHERY BUILDING

	<u>RENTAL FEE</u>	<u>DEPOSIT</u>	<u>PAID</u>	
Non-Profit Organizations	200.00	_____	125.00	_____
Full Day Residents	400.00	_____	250.00	_____
Full Day Non-Residents	500.00	_____	250.00	_____
Tables and Chairs	150.00	_____	50.00	_____
Extra day- set up	50.00	_____		_____
Extra day clean-up	50.00	_____		_____

**Kitchen may be used for prep and clean up,(cooking equipment is not available)

PAVILION

	<u>Rental Fee</u>	<u>Deposit</u>	<u>PAID</u>
Non-Profit Organization	50.00	50.00	_____
Residents	150.00	50.00	_____
Non-Residents	200.00	50.00	_____

Comments:

Signature: _____ Date: _____

GRA Representative: _____ Date: _____

OFFICE USE:	<input type="checkbox"/> Facility Reservation Form completed	<input type="checkbox"/> Discuss Facility Use or Benefit Use Agreement forms
<input type="checkbox"/> Record Deposit in receipt book	<input type="checkbox"/> Place event on Yearly Planning Calendar	<input type="checkbox"/> Give Facility Use Checklist
<input type="checkbox"/> Collect all forms	<input type="checkbox"/> Collect all fees	<input type="checkbox"/> Hand out keys, (# _____)
		<input type="checkbox"/> Collect keys in 48 hours