



VILLAGE OF MANCHESTER

912 CITY ROAD P.O. BOX 485
MANCHESTER, MI 48158
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MUNICIPAL BUILDING RESERVATION APPLICATION

Application Date: _____

APPLICANT IDENTIFICATION:

Group Name: _____ Phone: _____

Contact Name: _____ Phone: _____

Address: _____
City State Zip

Number Attending: _____ Type of Activity: _____

Date Requested: _____ [] Recurring Event (list dates for 6 months in advance only)
(Month/Date/Year)

Time From: _____ To: _____ (Requested time should include set up and clean up time)

Check the Appropriate Box(s):

- [] Village Room [] Conference Room LL (lower level)
[] Table and Chairs Needed [] Food and/or Beverage

_____ #of Tables _____ # of Chairs
Note: Applicant is responsible for setup and take down

APPLICANT'S STATEMENT

I agree to indemnify, defend and save harmless the Village of Manchester, its officers, agents and employees from and against all loss or expense (including cost of attorney fees) by reason of liability imposed by law upon the Village of Manchester, its officers, agents and employees for damages because of bodily injury, including death at any time resulting there from sustained by any person or persons, or on account of damage to property including loss of use thereof, arising out of or in consequence of the performance of this contract, whether such injuries to person or damage to property is due or claimed to be due to the negligence of the contractor, Village of Manchester, its officers, agents and employees.

Applicant's Signature: _____ Date: _____

Office Use Only:

Date Received: _____ Time Received: _____

[] Approved [] Denied _____ (reason)

[] Entered on Facility Calendar

By: _____ Date: _____