

CASCADE CHARTER TOWNSHIP WISNER CENTER

Please complete this reservation form and submit it with the appropriate fee.

No reservation will be scheduled until this form and fees are filed with Cascade Township and approved.

1. **ORGANIZATION** Name: _____

Address: _____

City _____ State _____ Zip Code _____

Phone: (Home) _____ (Office) _____

(Cell) _____ (Email) _____

2. **PURPOSE OF MEETING** _____

3. **DATE OF RESERVATION:** _____

Preferred Time: (please check chosen day/time)

Monday thru Thursday 8:00 am to 12:00 pm or 1:00 pm to 8:00 pm

Friday 8:00 am-2:00 pm **Saturday** 9:30am-5:00pm

What time will you need the doors unlocked for your event? *Half hour increments.* _____

Number of Persons Attending: _____ **CHECK THE ROOM AND SETUP STYLE BELOW**

CAPACITY	LECTURE	CLASSROOM	BOARD	SQUARE	BANQUET	FEES/TIME BLOCK
GOOD	28	12	32	16	16	\$30
SKUTT	56	30	54	24	40	\$40
GOOD + SKUTT	96	54	94	44	56	\$70
FRIENDS	144	84	150	52	80	\$50
FRIENDS + GOOD + SKUTT	234	120	240	N/A	120	\$120
SERVING FOOD						\$25

EXTRAS AVAILABLE

- Round Table Rectangular table Table for Refreshments Podium
 Table for speaker Coffee Maker Extension cords Kitchen (Friends Rm)

_____ I have read and understand the Wisner Center Rules (Initial)

_____ I have attached the organization's 501c3 form. This is **REQUIRED** if the event isn't an election activity, Cascade Township/Kent District Library sponsored program, a homeowner/condo association meeting, or for a Cascade-based business holding an internal meeting only-not for business development, sales, public education, or commercial activities. (Initial)

Signature of person renting room: _____

Cash or Checks payable to: Cascade Charter Township
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

Questions? Call (616) 949-1500 Ext 329