



Town of Trenton

Washington County, Wisconsin

TownofTrenton.wi.gov
1071 Highway 33
West Bend, WI 53095
262.675.6009

Town Hall Meeting Room Reservation Request

Please submit at least 30 days before event

Name(s): _____

Address: _____

Phone: _____

Email: _____

Event Details:

Type of Event/Description: _____

Day of Week: _____ Date: _____

Arrival Time: _____ Departure Time: _____

Number of Persons Expected (not to exceed 30): _____

Notes:

- Town Hall meeting room has a maximum capacity of 30 persons
- No alcohol allowed on premises
- Tables and chairs are available and can be moved around as necessary
- Room must be returned to original state after event or a \$100 cleaning charge will be assessed
- Donations are welcome

Agreement for Key to Town Hall (Type BB1):

The undersigned agrees to use the key to the town hall for the purpose of the event described above. Upon leaving the town hall, all doors must be locked, and the key must be deposited in the town hall drop box. If the key is lost or not returned as agreed, the actual costs of re-keying the building locks will be invoiced to the person in charge of the event. Attempting to duplicate the key is strictly prohibited.

Arrangements to retrieve the key before the event should be coordinated with the Town Administrator at 262.675.6009 x106, 262.290.0154 or townadmin@townoftrenton.wi.gov.

Signature

Date