

# City Hall Auditorium

100 Alabama Ave NW, Fort Payne, AL 35967  
(256) 996-1635 | mroberts@fortpayne.org

## Venue Reservation Form

Contact Person: \_\_\_\_\_

Name of Group Renting: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Date(s) Reserved: \_\_\_\_\_

Time(s) Reserved: \_\_\_\_\_

Notes: \_\_\_\_\_ Deposit Required (Refundable): \$ \_\_\_\_\_

\_\_\_\_\_ City Auditorium Rental Fee: \$ \_\_\_\_\_

\_\_\_\_\_ Additional Fees: \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Total Due: \$ \_\_\_\_\_

\_\_\_\_\_ Deposit Paid On: \_\_\_\_\_

\_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_