



City of West Branch

121 N 4th St, West Branch, Michigan 48661
(989)345-0500 • Fax (989)345-4390 • www.westbranch.com

West Branch Community Center Reservation Form

Instructions: Complete all information requested and return to the West Branch City Hall at the above address.

Fee Schedule:			
Resident/property owner in City of West Branch:	Resident:	Non Resident:	Non Profit (Non fundraising activity) **
½ Day Rental (Up to 4 hrs) / All Day Rental	\$65 / \$100	\$90 / \$155	\$40 / \$65

**Non Profit holding fundraising events will be charged the regular fee whether you are a Resident or Non-Resident.

If you are serving food to the general public, you must obtain a food handlers license from District #2 Health Department.

TO BE COMPLETED BY APPLICANT (Please type or print):

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

(H) PHONE: _____

(W) PHONE: _____

WILL THE STOVE BE NEEDED? ___ YES ___ NO

DATES OF DESIRED USE: _____

TIMES OF DESIRED USE: _____ (AM/PM) to _____ (AM/PM)

{ Capacity 300 }

NUMBER IN PARTY: _____ TYPE OF OCCASION: _____

AMOUNT ENCLOSED: _____ (Make checks payable to City of West Branch)

Rental Fee _____ Deposit \$150.00 _____

Agreement: I have received, read and agree to abide by the rental policy, as well as all conditions contained on this application.

APPLICANT SIGNATURE: _____ DATE: _____

OFFICE USE:	
KEY DISPERSAL	
I agree that I will not duplicate or loan this key and I will return it on the next business day after my reservation is completed.	

KEY HOLDER SIGNATURE	

KEY HOLDER PHONE NUMBER	

KEY #	DATE RECEIVED
DATE RETURNED: _____	
CITY EMPLOYEE INITIALS: _____	