



Midway

# Town Hall & Community Center Reservation Application & Fee Schedule\*

## Town Hall

## Community Center

	Large hall / Stage / Kitchen	Large hall / Stage / Kitchen	Conf. Room	Small Meeting Room
<b>Midway Resident</b>	\$350 daily rate/\$75 per day discounted rate up to 2 consecutive days. ❖ Note	\$200 day/\$50 per day discounted rate up to 2 consecutive days. ❖ Note	\$50 per day	\$30 per day
<b>Non-Midway Resident</b>	\$550 daily rate/\$100 per day discounted rate up to 2 consecutive days. ❖ Note	\$300 day/\$75 per day discounted rate up to 2 consecutive days. ❖ Note	\$75 per day	\$50 per day

❖ Note: For every 1 day rental at the regular rate, you can rent up to two consecutive days at the discounted rate.

\$500 Damage / Cleaning Deposit Required

I am a Midway Resident \_\_\_\_\_ I am not a Midway Resident \_\_\_\_\_ I am a Midway Resident, but I am not the user \_\_\_\_\_

**Dates Needed** \_\_\_\_\_ **Date & Time Set-Up** \_\_\_\_\_ **Date & Time Take Down** \_\_\_\_\_

Name of Renter \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Secondary Contact \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Building Desired \_\_\_\_\_  
 Description of Activity \_\_\_\_\_

**Town Hall maximum occupancy 525. With tables and chairs maximum occupancy 250.**  
**Community center maximum occupancy 170. With tables and chairs maximum occupancy 80.**

### Please check all that apply

Town Hall

Community Center

Main Room  Stage  Kitchen  Conference Room  Small Room West  Small Room East

Tables  \_\_\_\_\_ Chairs  \_\_\_\_\_ Microphone  Microphone Stand  Piano   
(Est. Quantity) (Est. Quantity) (\$25 Fee)

Will there be concessions or sales of any kind at this event? Yes  No

If Yes, please explain \_\_\_\_\_

I understand there will be a pre & post event inspection by Midway City staff \_\_\_\_\_  
(Signature)

I understand absolutely no alcohol is permitted at any time on any city property \_\_\_\_\_  
(Signature)

\*Fee Reduction or waiver **MAY** apply for charitable events, 510C3, or events free to the public. **IF** you think you may qualify, please request a Fee Reduction/Waiver application.