



GOTHS Reservation Application

Green Oak Historical Society Building, 10789 Silver Lake Rd., South Lyon, MI 48178
Information: Call Cheryl at (810)626.3888 or email: croyster@selcra.com

Full Name:		Email Address:	
Address:	City:	State:	Zip:
Home Phone:		Alternative Phone:	

Date/Day Needed: _____ Time: _____

What is the event: _____

Approximate Guest Count: _____ Head Table? _____ Buffet Tables? _____

5 hours: Includes ½ hour set up before and ½ hour clean-up after \$200 + \$25 cleaning fee	\$ _____
<input type="checkbox"/> Additional Hour(s) at \$25 per hour _____	\$ _____
<input type="checkbox"/> Any event requiring set-up ahead of time (\$100 for 24 hours)	\$ _____
Total Event Fee: \$ _____	
\$100.00 Deposit <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> CC _____	-\$ (_____)
Remaining fee due one week prior to event: \$ _____	

General Rules: Please read and follow all rules/regulations.

- 1) Parental supervision is required at all times for children in attendance.
- 2) Guests are not permitted to access locked or blocked off portions of the building. Event use limited to the Hall, Kitchen and Restrooms. Do not wonder around the facility into restricted areas.
- 3) Guests are permitted to decorate 30 minutes prior to their event time. Setup requiring 24 hours will be \$100.
- 4) At the conclusion of your event, 30 minutes of cleanup is scheduled, then please exit the area promptly.
- 5) Guests can bring in their own food, refreshments, cake, & ice cream. Refrigeration is available.
- 6) Parties can accommodate up to 50 people.
- 7) Beer, Wine and Champagne beverages are permitted.
- 8) This is a non-smoking facility, please refrain from smoking within 100ft of the facility.
- 9) Green Oak Historical Society sits in a quiet neighborhood, please keep noise to a minimal to respect the residents.
- 10) \$100.00 deposit is required at time of reservation, upon which \$25 admin fee will be kept if cancelled.

Signature: _____ Date: _____

For office use: Amount Paid \$ _____ Date: _____ Cash/Check/Credit _____ Booked