

CASCADE CHARTER TOWNSHIP WISNER CENTER

Please complete this reservation form and submit it with the appropriate fee. **No** reservation will be scheduled until this form and fees are filed with the Cascade Township receptionist.

1. **ORGANIZATION** Name: _____

Address: _____

City _____ State _____ Zip Code _____

Phone: (home) _____ (office) _____

(cell) _____ (email) _____

2. **PURPOSE OF MEETING** _____

3. **DATE OF RESERVATION:** _____

Preferred Time: (please circle choice)

Monday thru Thursday 8:00 am to 12:00 pm **or** 1:00 pm to 8:00 pm

Friday 8:00 am-2:00 pm **Saturday** 9:30am-5:00pm

The doors are programmed to unlock in half hour increments. What time will you need the doors unlocked for your event? _____

Number of Persons Attending: _____ **CIRCLE THE ROOM AND SETUP STYLE BELOW**

CAPACITY	LECTURE	CLASSROOM	BOARD	SQUARE	BANQUET	FEES/TIME BLOCK
GOOD	28	12	32	16	16	\$20
SKUTT	56	30	54	24	40	\$25
GOOD + SKUTT	96	54	94	44	56	\$45
FRIENDS	144	84	150	52	80	\$30
FRIENDS + GOOD + SKUTT	234	120	240	N/A	120	\$75
SERVING FOOD						\$25

EXTRAS AVAILABLE

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Round Table | <input type="checkbox"/> Rectangular table | <input type="checkbox"/> Table for Speaker | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Table for speaker | <input type="checkbox"/> Coffee Maker | <input type="checkbox"/> Extension cords | <input type="checkbox"/> Kitchen (Friends Rm) |
| <input type="checkbox"/> Table for Refreshments | | | |

_____ I have read and understand the Wisner Center Rules (initial)

Signature of person renting room _____

Cash or Checks payable to: Cascade Charter Township
2865 Thornhills SE
Grand Rapids, MI 49546

Questions? Call (616) 949-1500