

Memorial Chapels

**RESERVATION FORM**

**CONTACT INFORMATION**

Contact Name:	
Contact Email:	
Address:	City/State/Zip:
Home Phone:	Cell Phone:

**EVENT LOCATION**

Hoover Chapel at Lakeview Cemetery     Putnam Chapel at Forest Hill Cemetery (Memorial Services Only)

**EVENT INFORMATION**

1. Event Name:
2. Estimated # in Group:
3. Date of Event:
4. Time Range of Event (start and end, 2 hr minimum):
5. Handicap accessible ramp required (for Hoover Chapel only): <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Type of Event: <input type="checkbox"/> Wedding <input type="checkbox"/> Memorial Service <input type="checkbox"/> Other: _____ <i>*Memorial services only at Putnam Chapel</i>

**RULES AND REGULATIONS**

- Hoover Chapel is available 8:00am-6:00pm and seats 80 guests (handicap ramp available upon request).
- Putnam Chapel is available 8:00am-6:00pm and seats 50 guests (not handicap accessible).
  - Putnam Chapel is available for Memorial Services only. No other events will be allowed.
- The chapels will be opened and closed onsite by the Sexton, no keys will be issued.
- You may come in at no charge on the Friday before your event between the hours of 8:00am-4:00pm to decorate as long as there is no conflict with another user.
- Chapels need to be cleaned and left in the same manner in which they were found.
- If you would like to schedule a tour before renting a chapel, please contact the Sexton at (715) 839-5041.
- Memorial Chapel reservations cannot be made online. All reservations must be submitted in person or via mail/fax to the Recreation Office.

**RENTAL FEES**

Chapel may be reserved for \$90/hour with a 2 hour minimum.

\$180 (2 hour minimum) = \$ 180.00

\$90/hour (additional hours) x # hours \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL DUE: \$ \_\_\_\_\_**

**PAYMENT INFORMATION (Must be paid in full at time of reservation)**

<input type="checkbox"/> Discover	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
Card #	Expiration Date:	Billing Zip Code:
Cardholder Signature:		Date: