

RESERVATION FORM

CONTACT INFORMATION

Contact Name:

Contact Email:

Address:

City/State/Zip:

Home Phone:

Cell Phone:

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: Yes No

 6. Type of Event: Wedding Funeral Other: _____

RULES AND REGULATIONS

- The chapel 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.
- Chapel needs to be cleaned and left in the same manner in which it was found.
- Restrooms are in the Sexton Office and are not handicap accessible.
- Chapel is available 8:00am-6:00pm and seats 80 guests.
- If you would like to schedule a tour before renting the chapel, please contact the Sexton at Lakeview Cemetery at (715) 839-5041.
- Hoover Memorial Chapel Reservations cannot be made online. All reservations must be submitted in person or via mail/fax to the Eau Claire Parks and Recreation Office.

RENTAL FEES

The 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)

 Discover

 MasterCard

 Visa

Card #

Expiration Date:

Billing Zip Code:

Cardholder Signature:

Date:



915 Menomonie Street
 Eau Claire, WI 54703
 Phone (715) 839-5032
 Fax (715) 839-1685

