

THIS IS NOT A CONTRACT

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**HALL RENTAL CONTACT REQUEST SHEET**

CURRENT DATE : MONTH \_\_\_\_\_ DAY \_\_\_\_ YEAR \_\_\_\_\_

NAME OF REQUESTOR \_\_\_\_\_

**THIS MESSAGE IS FOR INITIAL HALL RENTAL INFORMATION**

HALL RENTAL FOLLOW UP  
DEPOSIT /RENTAL /REFUND INFORMATION  
MESSAGE OR GENERAL INFORMATION


REQUEST DATE : MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

TELEPHONE [HOME] \_\_\_\_\_ (WORK) \_\_\_\_\_ (CELL) \_\_\_\_\_

ANY ALTERNATE DATE IF REQUEST DATE IS NOT AVAILABLE

MONTH \_\_\_\_\_ DAY \_\_\_\_ YEAR \_\_\_\_\_ TIME \_\_\_\_\_

Please read the following to the requestor

- 1) This is not a guarantee that the date requested is available
- 2] A representative of the Edgemont Fire Company shall notify you if the date requested is available
- 3) The requestor must complete a HALL RENTAL CONTRACT before request date is guaranteed to the person requesting
- 4) Requesting this sheet is for initial CONTACT ONLY and NOT a CONTRACT AGREEMENT

**Edgemont fire company representative taking this information**

Name \_\_\_\_\_

The requestor was contacted by \_\_\_\_\_

On Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_



Memo

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