

**Waupaca Historical Society  
Meeting Room Use Application**

Individual/group requesting room: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I am requesting the use of:

Cynthia Holly Meeting Room (Holly Center)

Depot  
 King Cottage

The facility is needed for:

One-time event (date and hours): \_\_\_\_\_

Weekly/monthly meetings (days and times): \_\_\_\_\_

Other: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Will food be served?  YES  NO

Will beverages be served?  YES  NO Alcohol?  YES  NO

Special equipment needed (\$25 additional fee)? \_\_\_\_\_

Fee/Deposit Requirements (due at time of application):

- Meetings, small gatherings and parties
  - \$50/half day (4 or less hours)
  - \$75/full day (4+ hours)
  
- Large events and parties (weddings, wedding rehearsals, rehearsal dinners)
  - \$125 for large event (up to 75 people, includes additional set-up if needed)
  - \$200 for large event (75+ people, includes additional set-up if needed)

**All must also include \$50 Refundable Security Deposit (separate check)**

Amount Paid = \$ \_\_\_\_\_

- Non-Profit Group Use:  
\$50 Yearly Fee (May be waived for small groups, one-time events or special circumstances by the Board of Directors.)
  - Fee Waiver Requested

Amount Paid = \$ \_\_\_\_\_

Please make checks payable to the Waupaca Historical Society and return with application to: Waupaca Historical Society, 321 S. Main St, Waupaca, WI 54981.

I agree to all terms and conditions as set forth in the "Meeting Room Policy." A copy of this policy has been given to me.

\_\_\_\_\_  
Signature, Individual or Group Representative

\_\_\_\_\_  
Signature, WHS Director

.....  
Application Accepted:  YES  NO Date: \_\_\_\_\_

Room Inspection (Date): \_\_\_\_\_ Deposit Returned: \_\_\_\_\_