CITY OF PRAIRIE DU CHIEN
CITY HALL ROOM RESERVATION FORM

Please indicate room choice ☒:

- ☐ Second Floor Meeting Room (Limit 200)
  available 8 AM to 10 PM
- ☐ Council Chambers (Limit 50)
  available 8 AM to 10 PM
- ☐ Large Conference Room (Limit 15)
  available 8 AM to 4:30 PM
- ☐ Small Conference Room (Limit 8)
  available 8 AM to 4:30 PM

Date(s) Requested: _____

Time(s) Requested: _____

Approximate Number of People Expected to Attend: _____

Name/Type of Organization: _____

Purpose of Meeting: _____

Person in Charge: _____

Fax Number: _____

Work Phone: _____ Home Phone: _____

Address: _____
Street City, State, Zip

I have received a copy of and read the City Hall Room Policy. I understand the building regulations relative to the use of these facilities, and I agree to the requirements of the City Hall Room Policy.

_____ _____
Signature of Responsible Person Date

Return this completed form to Debbie Mara at City Hall, 214 E. Blackhawk Avenue, PO Box 324, Prairie du Chien, Wisconsin 53821; (608) 326-6406 (phone); (608) 326-8182 (fax).