



## TOWN OF CLIFTON FORGE

547 MAIN STREET · P. O. BOX 631  
CLIFTON FORGE, VIRGINIA 24422  
(540) 863-2500 / 2501 · FAX (540) 863-2534

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

OCCASION: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

TIME: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

According to the Fire Marshall of the Commonwealth of Virginia, no more than 75 persons are allowed in the Community Room of the Fire House at any given time.

I understand that children must be supervised by an adult at all times and I will have the Fire Department Representative check the room with me before beginning and check the room with me upon leaving for my \$50.00/per day to be refundable.

Deposit \$ 50.00 (refundable)

Cleaning Fee 10.00

Approved: \_\_\_\_\_

Money Received: \_\_\_\_\_

Collections Department

(Original to person reserving room – 1 copy to Fire Department – 1 copy to Town Manager's Office – 1 copy to Collections)

Deposit Refundable? Yes \_\_\_ No \_\_\_

Signature: \_\_\_\_\_  
Fire Department Representative