

# Town of Delavan

5621 Town Hall Road  
Delavan, WI 53115

## TOWN HALL RESERVATION FORM

Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Number of People: \_\_\_\_\_

Time Building Needed:                      Open At: \_\_\_\_\_ Close At: \_\_\_\_\_

### Town Hall Accommodations:

- Maximum Seating 60
- Unisex Bathroom
- No Kitchen
- Two Long Tables
- 35 Chairs

Application can be faxed or emailed to the Town Clerk  
**Fax:** 262-728-3473    **E-Mail:** clerk@townofdelavan.com

*The Town Hall is available to use free of charge to Town of Delavan residents only.  
Please leave the room in as neat and orderly as when you entered the building.  
If this is abused it may result in having to charge for the use of Town Hall.*

***Thank you for your cooperation!***