



## Rental Request Form

Updated January 1, 2026

**Instructions:** Download and mail it with your deposit to:

Holley Family Village  
1142 Ventura Dr.  
Brooklyn, MI 49230

Checks should be written to the *Holley Family Village, Inc.* Please ensure you have read the rental policies and terms.

### Building(s)

Please select all buildings you wish to rent and add deposits together for the total non-refundable deposit:

- Village Residence (\$100 deposit)
- Village Commons (\$100 deposit)
- Art Center (\$100 deposit)

### Group Information

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

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

Sponsoring Organization: \_\_\_\_\_

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

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

City, State, ZIP: \_\_\_\_\_

Phone (Contact Person): \_\_\_\_\_

Phone (Organization): \_\_\_\_\_

### Dates and Times

Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

#### 4. Meals (Select One)

- We will cook for ourselves in the snack kitchen (Village Residence or Art Center only).
- HFV Meal Plan (Meals served at: breakfast 8:00am, lunch 12:00pm, dinner 5:00pm)

**First Meal** (breakfast, lunch, or dinner: \_\_\_\_\_)

**Last Meal**(breakfast lunch or dinner: \_\_\_\_\_)

#### 5. Housekeeping (Select One)

- We will thoroughly clean the building(s) before departure (Full Cleaning Fee Waived)
- We will do light cleaning before departure (50% Cleaning Fee)
- We will pay for full cleaning after departure (Full Fee)

#### 6. Linens (Select All That Apply)

- We will bring our own sheets and towels.
- Rent sheet sets (\$7 per set)
- Rent towel sets (\$7 per set)

#### 7. Attendance

Expected Number of Participants

Adults: \_\_\_\_\_

Minors(Under 18 years of age) \_\_\_\_\_

Total: \_\_\_\_\_

### Acknowledgment

By submitting this form and deposit, I acknowledge that I have read and agree to all Holley Family Village Rental Policies and Terms.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_