

Reservation Details Form

Renter Information

Requested Reservation Date: _____

Name: _____ Reservation #: _____

For the questions that you answered "Yes" to on the Community Center Reservation Request/Agreement, please complete the information below.

A. Public Events

Will this event be advertised to the public? No Yes

If yes, how (circle all): **TV Radio Print Flyers Email/Listserv Social Media/Internet Other**
(Attach a copy of any potential promotional materials)

Will any dignitaries/VIPs be attending (e.g. elected officials, celebrities)? No Yes

If yes, please list names: _____

How many volunteers/staff members will you have working the event? _____

B/C. Food/Catering

Please describe the food that will be provided: _____

Who will be providing the food? (caterer, potluck, family member, etc): _____

If a caterer is providing food, they must have a catering license onsite during the event.

D/E. Fee-Based Events

Will money be collected onsite for the event? No Yes If yes, what platform (cash/online/etc.)? _____

If yes, please explain the type of fee, amount, purpose, and parties that will receive the profits _____

Will there be food/beverage/merchandise vendors? No Yes (how many) _____

F. Alcohol (beer and wine only)

Please describe the type of alcohol _____

G. Equipment/Entertainment

Will you have commercial amusements? No Yes

If yes, please describe (photo booth, clown, etc.) _____

Do you plan to provide musical entertainment? No Yes

If yes, please describe (live band, dance, DJ, playlist/Bluetooth, etc.) and attach a list of band/performer names: _____

Do you plan to provide other entertainment? No Yes

If yes, please describe or attach a copy of your program _____

Will you be using a public announcement or amplified speaker system? No Yes

Do you plan on providing any additional equipment for your event? No Yes

If yes, please describe. _____

The Department of Parks and Recreation does not provide equipment. All equipment must follow state and county codes.

Please complete all information below.

Additional Event Details/History

Do you have a certificate of insurance? No Yes (if so, please attach a copy)

Have you hosted this event before? No Yes

If yes, please provide location(s) and date(s) _____

NOTE: A detailed site plan or drawing indicating the location of the items listed above is required.

Any special request or other related comments for consideration? (Attach additional pages if needed)