

## 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)