



**Rental Application**

**ATTENTION:** \_\_\_\_\_ Date of Application: \_\_\_\_\_

\*RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED.\*

Name of Business/Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City Zip Code

Name of Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address City Zip Code

**Facility/Park Name:** \_\_\_\_\_

Room(s)/Site(s) \_\_\_\_\_

**EVENT INFORMATION:**

Date(s) of Event: \_\_\_\_\_

Time l \_\_\_\_\_ Event Time \_\_\_\_\_ Cleanup/Time Out \_\_\_\_\_

Type of Event/Purpose: *(be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitsvah/BatMitsvah, etc.)* \_\_\_\_\_

General Public Allowed:  Yes  No Sound Amplification:  Yes  No Non-Amplified Sound:  Yes  No

Type of Equipment to be used: *(i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)* \_\_\_\_\_

**Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.**

No. of Participants (Total) \_\_\_\_\_ Approximate # of Adults \_\_\_\_\_ # of Teens \_\_\_\_\_ # of Children/Infants \_\_\_\_\_

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.

Will you require a caterer for your event?  Yes  No  
 If yes, are you choosing a caterer from OPR's Approved Caterer's List?  Yes  No

Name of Approved Caterer: \_\_\_\_\_

If not using an OPR Approved Caterer, provide name of non-approved caterer: \_\_\_\_\_  
(Opt-Out Fee - See Attached Regulations)

**RENTAL FEES (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.) Permit Processing Fees (Picnic & Related Events) A non-refundable permit processing fee of \$15 will be added to each application with 50 or more people.**

**For Park Use: (Special Events) A non-refundable permit processing fee of \$30 will be added to each application.**

- |  |  |
|--|--|
| (1) _____ x _____ = _____<br><small>(Hourly Rate) (# of hours)</small> | (7) Alcoholic Beverage Fee = _____     |
| (2) _____ x _____ = _____<br><small>(Hourly Rate) (# of hours)</small> | (8) Administrative Service Fee = _____ |
| (3) Permit Processing Fee = _____                                      | (9) Caterer Opt Out Fee = _____        |
| (4) Deposit = _____  | (10) Sound Use Fee = _____             |
| (5) Setup/Teardown = _____   | (11) Other Charges = _____             |
| (6) Kitchen = _____  |  |

**TOTAL: \$ \_\_\_\_\_ Less Advance Minimum Payment of \$ \_\_\_\_\_; BALANCE DUE 30 DAYS BEFORE EVENT: \$ \_\_\_\_\_**

*(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)*

Please check payment type: Cash: \_\_\_\_\_ Check #: \_\_\_\_\_

**CANCELLATION FEE:** 61 days or more notice: Forfeit 1/2 Deposit; 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee  
 31 to 60 days notice: Forfeit Deposit; 10 days or less notice: Forfeit All Fees

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.