

Staff Use Only: Permit: _____ Date of Use: _____
 Time of Use(include set-up and take-down): From _____ AM/PM to _____ AM/PM
 Last Name, First Name _____ Phone Number _____
 Deposit \$ _____ Date: _____ FOP _____ Fee \$ _____ Date: _____ FOP _____
 Pool Hours Confirmed _____ by email or verbally



Facility Rental Application – CRC Party Rooms

1. I, _____, representing _____
 (Name of Individual) (Organization, if applicable)

PARTY ROOM Straight Hourly Rent	Rent \$25.00 per hour for 1 st room: <input type="radio"/> \$40.00 per hour to include 2 nd room. <input type="radio"/> Deposit: \$ 50.00	Note: Straight Room Rental does not include access to any other facility amenity other than the Party Room(s) reserved. Please add 3% sales tax all to rental fees.		
	Up to 8 Patrons	9 – 16 Patrons	17 – 24 Patrons	25 – 32 Patrons
Rental Plus	\$70/per 2 hours <input type="radio"/> \$60 Deposit	\$100/per 2 hours <input type="radio"/> \$80 Deposit	\$130/per 2 hours <input type="radio"/> \$110 Deposit	\$160/per 2 hours <input type="radio"/> \$130 Deposit
Birthday Package	\$90/ per 2 hours <input type="radio"/> \$60 Deposit	\$130/per 2 hours <input type="radio"/> \$80 Deposit	\$260/per 2 hours <input type="radio"/> \$110 Deposit	\$350/per 2 hours <input type="radio"/> \$130 Deposit
Deluxe Birthday Package	\$130/per 2 hours <input type="radio"/> \$60 Deposit	\$200/per 2 hours <input type="radio"/> \$80 Deposit	\$320/per 2 hours <input type="radio"/> \$110 Deposit	\$440/per 2 hours <input type="radio"/> \$130 Deposit
Set Up/ Take Down	\$25.00 per room			
After Hours	\$25.00 additional for each hour after closing			
Custom Theme	\$20.00	\$25.00	\$30.00	\$35.00
PARTY ROOM Requested (based on availability)	Party Room A <input type="radio"/>	Party Room B <input type="radio"/>	Party Room All <input type="radio"/> (Additional charges may apply)	

request permission to RENT the following facility (check applicable boxes):

Open swim hours on day of event: _____ am/pm to _____ am/pm

2. Day/Date requested _____ Arrival Time _____ Leave Time _____

3. The purpose of this use will be: _____
 (Meeting, Reception, Party, Fundraiser, etc. This information will be what is posted on the room agenda.)

4. Anticipated attendance: ADULTS _____ YOUTHS (under 18) _____ TOTAL _____

5. What time will guests arrive? _____ am/pm What time will guests leave? _____ am/pm
 If your event is held after hours a \$25 per hour charge will be added.

6. Is this event open to the public? _____

7. Will there be any admission charge, sale, solicitation, donation, or collection involved with your use?
Yes No If yes, explain: _____

8. Equipment or services requested (Contingent upon availability. Please check all that apply):
of chairs _____ # of tables _____ PA System Microphone Projector

9. Will there be decorations? _____ If yes, explain: _____
Anything hanging from the walls must be hung with blue painter's tape.

10. Will there be amplified sound? _____ If yes, explain: _____

11. Will there be food at the event? _____ If yes, explain: _____

- A) If event is catered a Certificate of Insurance naming the City of Cottonwood as additionally insured will be required by party providing the catering.
- B) If the caterer will need additional time please reserve time appropriately.

12. Will your use require the placing of signs, flyers or posters on City property? _____

13. Will other services be used [DJ, performer(s), speaker, etc.]? _____

If so, please explain: _____

For Party Package Rentals Only

Name of Birthday Individual: _____ Age: _____

Theme: (choose one of the following): Happy Birthday Theme (color(s): _____)
 Spiderman Princess Hawaiian

Special Theme Request (**additional fee applies and is based upon availability**): _____

Type of Cake: (choose one) Chocolate White Marble

Type of Frosting: (choose one)
 Whipped Cream Chocolate Buttercream Vanilla Buttercream

Flavor of Ice Cream: (choose one) Strawberry Chocolate Vanilla

Text for Cake: _____

Text for Banner (*Deluxe Package only*): _____

Party Room Information

Straight Room Rental: This rental does not include the usage of any facility amenities.

Rental Plus: This rental includes usage of the facility amenities.

Birthday Party Package: This rental includes usage of the facility amenities, as well as a choice of 3 different themes when booking the facility. Cake, ice cream, punch, and all tableware is included.

(Minimum 2 week reservation notice)

Deluxe Birthday Package: This package includes everything in the above package as well as balloons, personalized banner, and hats. *(Minimum 2 week reservation notice)*

Initial _____ I understand that in case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary. Likewise, certain **areas and/or amenities may be forced to close** with little or no notice due to mechanical, chemical, or environmental issues (including lightning). Refund requests will be assessed on a case by case basis in these situations.

Initial _____ I understand that submittal of this application does not guarantee a reservation. Only after all documents have been received and all required payments are made will a reservation be confirmed.

Initial _____ I have received, read and understand the information contained in the Cottonwood Recreation "Facility Rental Policies and Guidelines" Packet.

Initial _____ I understand that my reservation includes set-up and clean-up times of ½ hour prior to and ½ hour post my event. Additional time will be paid for by extending reservation time.

Initial _____ I understand that if a cancellation needs to occur, the rental party will be subject to cancellation fees as listed below:

- Cancellations made 30 days in advance or more: 0%
- Cancellations made less than 30 days in advance: 10%
- Cancellations made less than 7 days in advance: 30% OR set up fee; whichever is greater

It is distinctly understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during, or be caused in any way by, such use or occupancy of the facilities of the City of Cottonwood and/or Recreation Section. The applicant further agrees that in consideration of being permitted to use the facilities, he/she will save and hold harmless the City of Cottonwood and/or its employees from any loss, claims, and liability or damages, and/or injuries to persons and property that in any way may be caused by applicant's use or occupancy.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant of any damages/loss sustained by the grounds, building, furniture or equipment, or unusual clean-up required through the occupancy of said facilities by the applicant. I am aware that liability insurance may be required in certain situations, naming the City of Cottonwood as Additional Insured.

Date Completed	Please Print Name	Signature		
Number and Street	City	State	Zip	Primary Phone
Driver's License #	Date of Birth	E-mail		
Name of Alternate Contact Person for Event		Phone		
City Staff Signature	City Staff Printed Name	Date		

Cottonwood Recreation Center currently accepts payment in the form of cash, Visa, Master Card, and checks made out to The City of Cottonwood. No out-of-state personal checks will be accepted.



Copy to RC _____ Copy to Aquatics _____

Day & Date of Event _____

Time (including set-up) _____

Name of Party Contact: _____

Rooms Requested: PR A ___ PR B ___ PR A & B ___

Party Room Rental Type: _____

#of people attending: _____

of chairs needed: ___ # of tables needed: ___ Setup by CRC Yes ___ No ___

(\$25 per room fee applies & does not include cleaning of room or equipment)

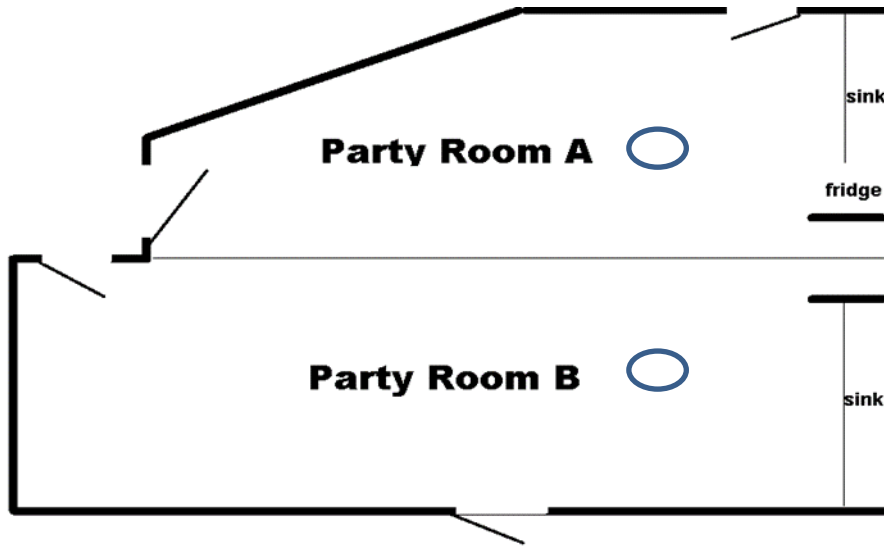
Liability Insurance Yes ___ No ___ Projector Yes ___ No ___ Microphone Yes ___ No ___

Do you require conference call capabilities? Yes ___ No ___

Special Requests _____

Cleaning Supplies are located under the sink of each room

If Set-Up is requested this form must be turned in 48 hours prior to event



I the customer acknowledge that the set-up request above is correct. Any changes to this request are subject to a deposit reduction.

Signature _____ Date _____

FOR OFFICE USE ONLY:

Theme: _____ Colors _____

Cake: _____ Frosting: _____ Ice Cream: _____

Cake: ¼ Sheet ½ Sheet Text for Cake: _____

