



Rental Application for Rose Park

Name of Individual: _____ Date of Application: _____
 Organization Name: _____
 Address: _____ City/Zip Code: _____
 Cell Phone: _____ Work Phone: _____
 E-Mail Address: _____

Requested date of event: first choice _____ second choice: _____
 Purpose of Event: _____
 Begin Time: _____ End Time: _____
 (From time you walk-in to decorate) (Until time you "walk-out including clean-up")
 Number of People Attending (max #40 people): _____
 Request to bring alcohol: Yes _____ No _____
 (Beer, wine, champagne, mixed drinks, NO SHOTS)

Building Policies

1. Full payment of the rental package is required upon approval of the application.
2. All tables & chairs will be provided & set-up for your rental.
3. Cake, party supplies, invitations, and decorations are not provided.
4. All of the following are prohibited: lighting effects employing actual fire, lighted lanterns, fireworks or torches, etc..., silly string, confetti, glitter, glue guns, tacks, anything that might destroy the walls, etc.; and wax or abrasive materials on the floors. The individual/group shall assume complete responsibility for any damages to the building or equipment being used.
5. The room shall be left in the same condition it was found in prior to the party, otherwise a fee will be charged for clean up/damages.
6. Cancellations must be made in writing at least 7 days in advance. Failure to adhere to this policy may result in full billing.
7. A \$50 fee will be charged for all cancellations within 7 days of rental unless the date is able to be rescheduled.
8. No smoking is allowed in any Salt Creek Park District facility or anywhere on park district grounds.

Signature of the person who will arrive at opening time, remain until closing time, and be completely responsible for the proper conduct of the group. **I have read the building policies, and our organization or party will adhere to all policies as stated below.**

Renter's Signature: _____ Date: _____

Payment Fees

Credit Card (AMEX, Discover, MC or Visa): _____
 Expiration Date: _____

Rental Fee: **\$30R/\$40NR** Check #: _____ Amount: _____ Cash Amount: _____

Alcohol Liability Fee: **\$100.00**

Staff approval: _____ Date: _____