

Party Room Reservation Form

FACILITY: Sunflower Room

TODAY'S DATE: ____/____/____

Event Date: ____/____/____

Event time: _____ to _____

Payment and deposit for the room must be paid in full in order to hold the rental. A refundable security (damage) deposit is required for all room reservations.

Responsible Person: _____

Address: _____ **City:** _____ **Zip:** _____
(Use address list to verify residency)

Home Phone: _____ **Secondary Phone:** _____

Email Address: _____

(Please check if applicable) Please email me information about upcoming Parks and Recreation opportunities and activities.

Type of Event: _____

Number of Guests (Maximum of 150): _____

Number of Round Tables: _____ **Number of Rectangle Tables:** _____

Number of Chairs: _____

Diagram of table set up on back

*Renter is responsible for providing diagram one week prior to event

By signing this Rental Agreement, I confirm that I have read, fully understand, and agree to abide by all of the Bonner Springs Parks and Recreation Conditions, Rules and Regulations as set forth in the policy Rental Agreement which has been given to me and is in my possession. I further confirm by my signing this Rental Agreement that I will be present at all times during the function. I also understand that no release or refund of security will be made until the Parks and Recreation Staff approves the condition cleanliness of the party room.

This agreement is invalid unless signed by both the Primary Renter & a Parks and Recreation Employee.

RENTER'S SIGNATURE _____ **Date** _____

AUTHORIZED BY: _____, Parks and Recreation Employee

OFFICE USE ONLY

Resident

Non-Resident

Rate: **Resident:**

Non-Profit	1+hours	1 Hour	Commercial
\$20	\$30	\$40	\$60

Non-Resident: \$25 \$35 \$45 \$65 x hours: _____ + Deposit: \$100 = Rental Fee: _____

Rental Fee: _____ + Kitchen Fee: _____ + Kitchen Deposit: \$0 \$100 = Total Fee: _____

Date: ____/____/____ **Receipt #:** _____ **Cash** _____ **Check** _____ **Credit** _____

Total Payment Amount: _____ **Amount Paid for Deposit:** _____

Deposit repayment requested on: ____/____/____ **Submitted by:** _____