

# Party Room Reservation Form



**FACILITY:** Jim's Gymnasium

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 250):** \_\_\_\_\_

**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:** \$20 \$30 \$40 \$60

**Non-Resident:** \$25 \$35 \$45 \$65 x hours: \_\_\_\_\_ = Rental Fee: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ + Deposit: **\$100** = Total Fee: \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Receipt #:** \_\_\_\_\_ **Cash** \_\_\_\_\_ **Check** \_\_\_\_\_ **Credit** \_\_\_\_\_

**Payment Amount:** \_\_\_\_\_ **Amount Paid for Deposit:** \_\_\_\_\_

**Deposit repayment requested on:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Summited by:** \_\_\_\_\_