

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

PO Box 10010

Bainbridge Island, WA 98110

206.842.2306

**FACILITY RENTAL APPLICATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email Address: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Date of Event: \_\_\_\_\_ From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Expected Attendance: \_\_\_\_\_

Day of Event Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

Describe Event: (add extra pages if needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this event for profit or the promotion of a business? Yes \_\_\_ No \_\_\_ (If yes, please describe below):

\_\_\_\_\_

Other Information (equipment and special needs): \_\_\_\_\_

\_\_\_\_\_

Special Requests \_\_\_\_\_

\_\_\_\_\_

(Note: \*\* Additional fees may apply for special requests or events that require extra staff time, such as more tables than rental site provides)

Use of alcohol is prohibited in all District parks except Fay Bainbridge Park. When approved by the Executive Director, alcohol use is also permitted in select facilities, Seabold Hall, Strawberry Hill Center, Camp Yeomalt. Other parks may be considered for special events. (Alcohol Use Application required).

Will alcohol be used at this event? Yes \_\_\_ No \_\_\_

**For office use only:**

<u>Facility Use</u>		<u>Fees</u>	<u>Check if Applicable</u>
<u>Rental</u>	Approved _____ Disapproved _____	Rental Fee: \$ _____ Additional Fee: ** \$ _____ Alcohol Surcharge: \$ _____ Off-Island Fee: \$ _____	Facility Use Reg: _____ Date Received: _____
<u>Alcohol</u>	Approved _____ Disapproved _____	Total Amount Due: \$ _____	WISCLB Permit/Lic _____ Date Received: _____
<u>Spec Request</u>	Approved _____ Disapproved _____	Date Paid: _____ Amount Paid: \$ _____	Ins Certificate: _____ Date Received: _____
By:	_____	Damage Deposit Amt: \$ _____	Date of Form
Title:	_____	Date Paid _____	2/10/12
Date:	_____		