



FACILITY RENTAL RESERVATION APPLICATION

Parks & Recreation Department - 912 E. Main St., Battle Ground, WA 98604
Phone (360) 342-5380 / Fax (360) 342-5390 / Email bgparksandrec@cityofbg.org

Application Instructions

1. Review the "**Facility Rental Guide**" information packet for complete details on how to make a reservation, fees, refunds, rental policies and guidelines..
2. Complete the "**Facility Rental Reservation Application**" in full and sign. Submit application along with other paperwork as may be required, to the address listed above. *Note: Submitting a rental application does not guarantee nor confirm your room rental request. Full payment of room rental and cleaning fees are required to confirm reservation if space is available.*
3. Applications are reviewed to confirm room availability and are processed and confirmed on a first-paid, first-served basis,

Title or Name of Event: (i.e. Smith & Jones Wedding Reception) _____

Name of Business/Group/Assoc. Represented: _____

Name of Person Making the Reservation: _____

Contact Person Name (if different than above): _____

Day Phone: (____) _____ **Cell Phone:** (____) _____

Email Address : _____

Mailing Address: _____ **City:** _____ **Zip:** _____

Type of Rental: Meeting Wedding / Reception Fundraising Event Party Memorial
 Dance Other: _____

Check Day(s) Requested: Mon Tues Wed Thurs Fri Sat Sun **Year:** _____

Check Month Requested: January February March April May June July
 August September October November December

Check Date(s) Requested: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Room Requested: Lewis River Reception Hall Moulton Falls Multi-Purpose Room
 Woodin Creek Meeting Room Senior Center Main Room Only Senior Center with Kitchen

Start Time: _____ am/pm **End Time:** _____ am/pm (rental time includes set-up through tear-down)

Of People Expected: _____ **DJ/band/music provided?** Yes No

Is alcohol being served? Yes No **Is food & beverages being served?** Yes No

Is the event being catered? Yes No **Name of the catering company:** _____

Is food, beverage and/or goods being sold? Yes No **Type of sales:** _____

Additional Equipment Request: Podium w/ microphone Movie screen

Staff Rental Notes:

Non-Profit & Commercial Rentals Only:

- Is this a Non-Profit Group? Yes No (To qualify for a non-profit rate a copy of the Washington State Certificate of Incorporation and/or State of Wash. License & Registration Certificate must be attached to application)
- Do you have a current City of Battle Ground Business License? Yes No (please attach copy)
 - NOTE: a City business license is required if conducting sales of any kind (memberships, food, merchandise, etc)

Rental Reminders: (renter to initial each item listed below)

- _____ **Access to the Rented Room:** Renter will have access to the room at the scheduled event start time. Any modifications to the rental time must be made in writing at least 45 days prior to the rental date. Rental time includes set-up through clean-up of the room. The renter is responsible to set-up the tables & chairs for their event. The renter and all guests must vacate the building by the stated end time. Failure to vacate the building will result in a fee being assessed at 1.5 times the established rate based on 15 minute increments.
- _____ **Use of Kitchen:** The customer is responsible for providing all dishes, silverware, pots, pans, cooking and serving utensils, pot holders, coffee makers, dish soap, dishrag, towels and any other item needed for cooking and/or cleaning of dishes and kitchen area. The commercial dishwasher, convection ovens, steam table and single door steamer not available for use (exception: Caterer's with a current Clark County Health Department Food Service Permit on file at the BGCC will be allowed to use the convection ovens).
- _____ **Post-Event Clean-up:** The customer is responsible for:
 - The event concluding at the agreed upon rental time. This includes time for clean-up.
 - The removal and disposal of all garbage into the BGCC outside dumpster. (Note: Sr. Center does not provide a dumpster; renters are responsible for taking all trash with them off the premises).
 - The cleaning/mopping up of all food and liquid spills as they occur during the event.
 - The cleaning of all kitchen counters, sinks, and appliances (if used).
 - The removal of all personal belongings, decorations and food from the building.

I/We understand and agree to the following:

I/We have read the Facility Rental Guide rules and have reviewed the Rental terms and requirements and agree to abide by all requirements and regulations knowing that failure to do so may result in the rental being immediately cancelled and/or the Rental Agreement being revoked.

I/We, the undersigned, specifically and expressly agree to defend, indemnify, and hold harmless the CITY OF BATTLE GROUND and all the officers, officials, employees, agents and volunteers from and against any and all claims, suits, damages, liabilities, costs, penalties, attorney fees, etc. for injury or death of any or all persons involved or on account of all persons involved or for loss or damage to property, which arises out of the use of the Premises or from any activity, work or thing done, permitted or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the CITY OF BATTLE GROUND or any of its officers, officials, employees, agents or volunteers, except to the extent prohibited by law.

I/We consent to the use of my or my guests/or our group/or organization name, likeness and voice and/or have photo's or video tapes taken during the special event of adults and/or minors participating in event related activities without monetary compensation, in connection with education, marketing or publicity efforts of the City of Battle Ground. I expressly release the City of Battle Ground and its agents and other news medium from any and all claims for damages for libel, slander, invasion of the right of privacy or any other claim arising out of the broadcast, promotion or presentations of the City of Battle Ground.

I further attest that I am the designated person with the authority to sign this document on behalf of my/our group/organization. I am the point of contact for all discussions in regards to liabilities and rights.

Applicants Name (Printed)

Applicants Signature

Date

OFFICE USE ONLY

Insurance Required: Yes No On File Liquor Permit Required? Yes No On File

Room Rental Fee: \$ _____ (\$ _____ x _____ hrs)

Equipment Rental Fee: \$ _____

Cleaning Fee: \$ _____

Total Rental Fee Due: \$ _____

Amount Paid: \$ _____ Date Paid: _____ Receipt #: _____ Paid By Cash Check Visa/MC Staff _____

Amount Paid: \$ _____ Date Paid: _____ Receipt #: _____ Paid By Cash Check Visa/MC Staff _____

Damage Deposit Due: \$ _____

Amount Paid: \$ _____ Date Paid: _____ Receipt #: _____ Paid By Cash Check Visa/MC Staff _____

Amount Refunded: \$ _____ Date Refunded: _____ Receipt #: _____ Staff Initials : _____