



**FACILITY RENTAL RESERVATION APPLICATION  
BATTLE GROUND COMMUNITY CENTER  
and SENIOR CENTER**

**Parks & Recreation Department - 912 E. Main St., Battle Ground, WA 98604  
Phone (360) 342-5380 / Fax (360) 342-5390 / [bgparksandrec@ci.battle-ground.wa.us](mailto:bgparksandrec@ci.battle-ground.wa.us)**

**Reservation 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.
3. Applications are reviewed on a first-paid, first-served basis, with walk-in reservations being processed first.

**Name of Business/Group/Assoc. Represented:** \_\_\_\_\_

**Name of Person Making the Reservation:** \_\_\_\_\_

**Contact Person Name (if different than above):** \_\_\_\_\_

**Day Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_**

**Cell Phone (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_**

**Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_**

**Type of Rental:**  Meeting  Banquet  Reception/Party  Dance  Other: \_\_\_\_\_

**Rental package selected:**  Premium  Deluxe  Basic

**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  Outdoor Pavilion *(only with rental of reception hall)*

Moulton Falls Multi-Purpose Room  Woodin Creek Meeting Rooms A&B

Woodin Creek Meeting Room 'A' or 'B'  Senior Center  Senior Center with Kitchen

**Event Set-Up Time:** \_\_\_\_\_ am/pm **Event Start Time:** \_\_\_\_\_ am/pm **Event End Time:** \_\_\_\_\_ am/pm

**# Of People Expected:** \_\_\_\_\_ **DJ/band/music provided?**  Yes  No

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

**Is alcohol being served?**  Yes  No **Is alcohol being sold?**  Yes  No

**If Yes, what is being served?**  Beer  Wine  Champagne  Hard Liquor *(requires bartender)*

**Is food, beverage and/or goods being sold?**  Yes  No **If Yes, what is being sold?**  Food

Non-Alcoholic Beverage(s)  Alcoholic Beverage(s)  Goods or Merchandise  Other: \_\_\_\_\_

