

# Heald Home Request Form

All requests are processed on a first-come, first-served basis. Heald Home may be booked 12 months in advance. You may obtain a Facility Request Packet from the Parks and Recreation Office.

Fill out the form *completely*, including the *date* and *time* for the request, as well as your contact information and return it to the Parks and Recreation Office. The request must have the signature of the person officially making the request and who will be responsible for all actions of participants at the function. This person is required to be present during the entire function.

## Event Information:

Name/Type of Meeting or Social Activity: \_\_\_\_\_

Preferred Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Preferred Time: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Activities during event: \_\_\_\_\_

What equipment will be used at the facility: \_\_\_\_\_

## Requestor Information:

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Preferred Method of contact:  Home phone  Mobile phone  Email

My signature indicates that I understand that failure to comply with the **Facility Reservation Policy** could result in my event being cancelled at any time and may affect future requests.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use Only:</b> <b>Required:</b> <b>-Liability Insurance:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>From:</b> <input type="checkbox"/> Renter <input type="checkbox"/> Caterer <b>ALL REQUIRED DOCUMENTATION IS DUE BY:</b> _____ <small>(If documentation is not received by the due date, the event will be cancelled and all deposits/fees will be forfeited.)</small> Rental # _____ Deposit: _____ Date: _____ Returned: _____ Date: _____ Employee Signature: _____ Date: _____
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## Heald Home Rental Pricing Information:

(to be completed by city employee)

### Monday through Saturday (not available on Sundays or Holidays)

#### Hourly rental

Meeting  \$25.00 x \_\_\_\_\_ hrs

Defined as: Two or more people coming together for the purpose of discussing business on a specific topic in a professional manner.

Social Activity  \$37.50 x \_\_\_\_\_ hrs

Defined as: A formal social gathering celebrating a birthday, anniversary, retirement, bridal shower, baby shower, etc.

**Hourly rental total:** \_\_\_\_\_

#### Additional Charges

Damage Deposit:  \$100 - Meeting  \$200 – Social Activity

Late Fee  \$40 (Rental scheduled within 7 days of their occurrence.)

**Additional charges total:** \_\_\_\_\_

**Total from boxes checked:** \_\_\_\_\_

#### **General Rules:**

1. Posting of Banners, Advertisements, or Decorations on City property must be pre-approved by the Managing Director of Parks & Recreation.
2. No decorations should be affixed to walls or furniture.
3. This is a non-smoking facility. Smokers are asked to please use the ash receptacle on back porch of the facility.
4. Rental is for the first floor only, no admittance to the second story unless arrangements have been made in advance.
5. Maximum standing capacity is 30 people first floor only. Maximum table seating capacity is 8.
6. You must be out of the facility before the scheduled conclusion of your event.
7. If there is any damage to the facility, the cost of the repairs and/or clean-up will be charged to the responsible group.
8. The person making this request is required to be present at the function for duration of the rental and must be authorized to make decisions on behalf of the group or organization.
9. It is your responsibility to inform all members of your group of the Park and Facility Rules and Regulations. Failure to abide by Park and Facility Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use.