



Village of Lake Park Community Center Rental Application

The Community Room offers a 400-square-foot space (27' x 23'). Depending on how the Community Room is set up for an event, this space may accommodate up to 40 with table and chair seating. The kitchen has a full size refrigerator and stove for use, one door to the building entrance hall, and a pass-through service counter into the Community Room.

All rates are for 4 hours of use. For each additional hour, add \$20.00 to the fee. The rental time begins at event set up and ends **after** event clean up. Periods of use must be defined in the Reservation Application Form, by date and hours. Once application is approved, date and hours are final. Refundable Security Deposits are required with all reservation applications to confirm date.

Event Date: _____ Reoccurring: Yes _____ No _____

Primary Name: _____

Phone Number: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Secondary Name: _____

Phone Number: _____

Set Up Time: _____: _____ am or pm (rental time starts now)

Event Start Time: _____: _____ am or pm

Event End Time: _____; _____ am or pm (includes clean up time)

Other Vendors for event: Yes _____ or No _____ (cleaning, entertainers, tents or other equipment)

I understand and will abide by all the rules that apply to this event as defined in the Parks Policy & Reservation Guidelines. I take full responsibility for leaving the site in the same condition it was released to me, for a full payment of fees and for full provision of all certificates of insurance for services I, or anyone in my group, may arrange as part of this event. All payments, schedules, or other required documents are required **a week prior to the event date**. Security deposit will be refunded within 7 to 10 days after event as long as no damage to the facility is present upon inspection by staff.

Signed: _____

Date: _____

**** In Office Use Only

Security Deposit of \$100 will be deposited. Paid by: Cash _____ Check _____ Credit Card _____

Rental Fee LP Resident: \$100 (4 hours) Additional time: _____ hrs @ \$20/hr - \$ _____ Paid \$ _____

Rental Fee Non-Resident: \$200 (4 hours) Additional time: _____ hrs @ \$20/hr - \$ _____ Paid \$ _____

Payment Received by: CC _____ SB _____

Key # _____ Returned: _____