

# City of Harrison Facility Reservation



## Contact Information

Name /Organization Name \_\_\_\_\_

Contact Person(s) \_\_\_\_\_

Billing Address \_\_\_\_\_

Contact Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Date(s) of Reservation \_\_\_\_\_

TIME: \_\_\_\_\_

TO \_\_\_\_\_

## Facility

Please mark which facility you are reserving:

City Park

City Park Gazebo

City BBQ / Kitchen Area

## Event Information

Food  Beverages  Other (please explain)

Installing booths (MUST be freestanding, no stakes)

Need lighting for BBQ and/or Gazebo?

Number of People Expected \_\_\_\_\_. Event Fee of \$125.00 applies if over 20 in attendance. *Large functions (100+ people) will require additional sanitary services beyond what the City can provide. Payment for these services is the function's responsibility. Costs for such services can only be determined after the event; therefore, the function may be invoiced subsequently.*

## Park Rules

**GRASS:** No vehicles on lawn areas. Do not dump ice on the grass. NO stakes or chair legs into lawn, as we have a shallow sprinkler system. Please remove excess tables/chairs and restore the facility as you found it.

**PETS:** Keep animals on a leash & clean up after them. Mutt mitts are provided for your convenience.

**GARBAGE:** Dispose of all garbage in the proper receptacles.

## Agreement & Signature

By submitting this reservation form along with applicable fees, I understand that if this event is accepted by the City of Harrison, I have been made aware of all rules and that my event will abide by them.

Signature \_\_\_\_\_

Date \_\_\_\_\_

We want your event to be a success! Need additional assistance before, during, or after your event? Contact our Public Works Department at 208.582.1530 or City Hall at 208.689.3212. Please leave a message if needed, and someone will get back to you as quickly as possible.

Thank You for Visiting Harrison!

**\*PLEASE SUBMIT FORM AND FEES AT LEAST 7 (SEVEN) DAYS PRIOR OT EVENT\***

## FOR OFFICE USE ONLY

City Fee		Date:
Amount Paid		Received by
Balance Due		