Milton Event Center- Room Rental Application

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARKS DIRECTOR OR AUTHORIZED DESIGNEE.

SECTION 1 – APPLICANT INFORMATION * MUST BE 21 OR OLDER *

<table>
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<tr>
<th>Business/Organization Name</th>
<th>Date of Activity</th>
<th>Time of Reservation</th>
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<tr>
<th>Name of Applicant/Contact Person</th>
<th>Room/s Reserved</th>
<th>Type of Activity</th>
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<th>Mailing Address</th>
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SECTION 2 – FEES

Entire Facility (except office, storage room, library area)
- Weekend Day (Friday, Saturday or Sunday) 9 a.m. to 11:30 p.m. $350
- Weekday Day (Monday, Tuesday, Wednesday, or Thursday) 9 a.m. to 10 p.m. $150
- All Weekend (Friday through Sunday) 9 a.m. Friday to 5 p.m. Sunday $750
- Small group (30 people or less) three hours $75

SECTION 3 – ROOM SETUP

* RESERVATION REQUESTS INCLUDE TABLE/S & CHAIR/S SETUP *
(14) 8’ Round Tables, (17) 8’ Rectangle Tables, & (136) Folding Chairs (# of items available may vary)
ADDITIONAL EQUIPMENT BROUGHT INTO FACILITY MUST BE REMOVED WITHIN 24 HOURS OF EVENT OR INCUR A $30 DAILY STORAGE FEE

DATE OF ACTIVITY: ________________ TIME OF RESERVATION: ________________

# FOLDING CHAIRS _______ # ROUND TABLES _______ # RECTANGLE TABLES _______

MAIN ROOM SETUP:
1. The City of Milton shall accept reservations for facility use from any group or individual on a first come, first serve basis.
2. You are reminded that City Ordinances; PROHIBIT THE CONSUMPTION OF ALCOHOLIC BEVERAGES AT CITY FACILITIES.
3. RENTAL FEES ARE NON-REFUNDABLE, except in the case of a declared emergency.
4. The City of Milton reserves the right to reject any request for reservation that could be determined to be unlawful, immoral, and discriminatory, in conflict with other scheduled/anticipated activities or of a nature not suited to participation/observation by minor aged children.
5. Reservations are not complete until payment is made in FULL to the City of Milton; Parks & Recreation Department & is approved by the Parks Director or authorized designee.
6. Facility rentals will be charged for all hours that the reservation renders the facility unavailable for use by others; this includes event preparation/break-down & clean-up.
7. Event preparation, break-down & clean-up shall be the exclusive responsibility of the reserving party.
8. Clean-up will include removing all items and decorations brought into the Milton Event Center, wiping off tables & disposing of all trash.
9. All reservation requests shall include a listing of all required ancillary equipment (tables, chairs, etc.). Ancillary equipment is available on a first come, first serve basis. All additional equipment not available at the Milton Event Center shall be the sole responsibility of the reserving party.
10. A post-event inspection will be conducted by a Parks Dept. designee at the conclusion of the event. The presence of the reserving party is requested. Damage to the facility and/or equipment, non-approved use of the facility supplies and excessive janitorial needs will be documented during the inspection and acknowledged by the reserving party & the department designee. The reserving party/organization shall be responsible for the actual cost of repairs, replenishment of supplies and/or janitorial services document in the report. No further reservations will be accepted from the reserving party until the charges are paid in full. A post-event bill will be mailed to contact listed on application.

By signing below, I certify I have read, understand and agree to the content in this application. I agree to follow all policies/procedures and to the best of my knowledge have provided true and accurate information.

_________________________________________________ ____________________________          ________________________________________
Signature of Applicant Date

Parks Employee: _______ Date Entered into Calendar: _______ Parks Director/Designee: _______________ Date: __________

Employee Setting Up Reservation: ________________________ Employee Working Reservation: ________________________

2/6/2018