

FACILITY RENTAL APPLICATION

City of Redmond Parks and Recreation Dept PO Box 97010, MS: ORSPK Redmond, WA 98073-9710 Phone: 425-556-2386 Fax: 425-556-2303 City of Redmond Redmond Senior Center PO Box 97010, MS: CHSC Redmond, WA 98073-9710 Phone: 425-556-2314 Fax: 425-556-2365

The following information is requested by the City of Redmond Parks and Recreation to assist in the review and consideration of your request to rent city facilities. The accuracy and completeness of this application is very important. Be as detailed and specific as possible. Incomplete information will delay review of your application. All requests are on a first-come-first-serve basis, and no date will be held until the City of Redmond approves this rental request. There is no legal or binding commitment between the parties until a Facility Rental Agreement has been signed and all fees are collected.

FACILITY/ROOM(S) REQUESTED

Old Redmond Schoolhouse Community Center 16600 NE 80th Street		Senior Center 8703 160 Avenue NE	_		
Cotterill Auditorium Banquet Style Seating - 200 Max (Tables & Chairs) Theater Style Seating - 350 Max (Chairs only) Kitchen Meeting Rooms - 50 Max Gymnasium - Athletic use Only. Limited Rental Times		Social Hall/Multipurpose Meeting Rooms 25-30 M	e room — 200 max		
Anderson Park 7802 168 Ave NE Adair House – 40 Max Fullard House – 20 Max		Grass Lawn Park 7031 148 Ave NE Pavilion – 30 Max (Apri			
PRIMARY CONTACT AND/OR ORGANIZATION: (Name of person who will sign Facility Rental Contract and Agreement.) Name:					
Phone: Alternate Phone:					
Company/Organization:					
Address:	City:	State:	Zip Code:		
Email:		Fax#:			
DAY OF EVENT CONTACT PERSON: (Only if different from above) Name:					
Phone: Alte	ernate Phone:		_		
Company/Organization:					
Address:					
Email:	Fax#:				

EVENT TYPE:	☐ Family/Social Gathering	ng D Business Meeting	☐ Classes/S	eminar/Worksho	pp
	■ Wedding Reception	☐ Other:			
EVENT NAME.					
	IT DATE(S) & TIME(S):				
		Front Start Time.	Clean un Time	End Time	
	Set-up Start Time:				
Requested Date:	Set-up Start Time:	Event Start Time:	Clean-up Time:	End Time_	
EXPECTED ATTEN	DANCE: Please inclu	ide children. (Large groups may be	e subject to an extra staffing fee.)	
	For multiple dates (on-goin	ng rentals) please attach a sheet	with all dates and times listed		
		EVENT DETAILS			
	l event information may result in pplication and may result in loss		•	nation will dela	y the
	or "No" to each of the following. may require written authorization			nder the "Even	t Descriptior
ls	your event open to the public?			☐ Yes	□ No
Ar	e you advertising to the public?			☐ Yes	□ No
Ar	e you charging admission?			☐ Yes	□ No
Wi	ill you be serving food or bevera	iges?		☐ Yes	□ No
(S	enior Center only) Will you be	serving or selling alcohol?		☐ Yes	□ No
Wi	III there be live or amplified mus	ic?		☐ Yes	□ No
Are	e you hiring a third party vendor	? (Caterer, DJ, entertainer,etc)		☐ Yes	□ No
Wi	ill you be decorating the facility?)		☐ Yes	□ No
Ar	e you renting equipment from a	nother company?		☐ Yes	□ No
Ar	e you interested in renting Audio	o/Visual equipment?		☐ Yes	□ No
	you want to use candles, stern I open flame items need to be appro			☐ Yes	□ No
OTHER EQUIPMEN	T RECHESTED:				
EVENT DESCRIPTION	ON: i.e.: Third party vendors(cate additional pages if necessary. (Acti				

Please initial the following items to acknowledge you have rea	ad and understand the following restrictions:
I am aware I am responsible for my own set-up and clea	n-up. My reserved time includes sufficient time for these activities.
I am aware I must <u>not</u> arrive earlier than my rental time i	noted on my Rental Contract.
I am aware I must inform all third party vendors (caterers Redmond Policies and Procedures, and that they must a	s, bakers, entertainers, equipment suppliers, etc.) of all City of abide by these during my event.
I am aware the City of Redmond is unable to provide sto	orage or accept deliveries for my event.
I am aware I am responsible for my group, and that all g children will be accompanied by an adult at all times.	uests, including children, must stay within the rental space, and all
I understand all requests are on a first come, first serve signed and all fees have been collected.	basis and no date will be held until a Facility Agreement has been
Senior Center I am aware that to serve or sell alcohol at rental events of guidelines/policies at the Redmond Senior Center.	entails special permits from the City and the State with strict
Old Redmond Schoolhouse Community Center	
I am aware alcoholic beverages are <u>not allowed</u> at the C	PRSCC or at any City of Redmond Parks.
APPLICANT'S SIGNATURE:	Date:

Your signature is not required on this application until it has been approved by the City of Redmond.

*All requests are on a first-come-first-serve basis.** Every effort will be made to respond to your request within 2 business days. No date or time will be held until after the City of Redmond has approved this application. There is no legal or binding commitment between the parties until after a Facility Rental Agreement has been signed and all fees collected.

Thank you for giving us the opportunity to meet your rental needs!

Please print or save a copy of this application for your records.

Submit Form

Clear Form