

CITY OF BELLE PARKS AND RECREATION EVENTS BUILDING RENTAL APPLICATION

To be completed by Applicant:

Events Building Rental:

Date of Event/Function: _____
Month/Day/Year *Day of Week*

Time of Arrival: _____ **Time of Departure:** _____

Attendance Estimated: _____ **Type of Activity:** _____

Name of Responsible Party: _____

Mailing Address: _____
(Street or P O Box) *(City, State, Zip Code)*

Telephone #: _____

- *A Rental Fee (non-refundable), deposit (refundable) and complete application is required prior to confirmed reservation. Deposit Checks are cashed.*
- *Tobacco IN ANY FORM IS STRICTLY PROHIBITED inside the building.*
- *If rules and regulations are not being complied with, the on-duty Belle Police Officer shall have the right to close an event at any time. YOU WILL NOT RECEIVE A REFUND OF ANY FEES OR RENTAL PAID IF THIS SHOULD OCCUR.*
- *Compliance with Laws and Facility Rules: Guests shall at all times maintain proper conduct and decorum and shall comply with all laws, ordinances, rules and regulations of all government bodies having the authority over the park facilities.*
- *Damage to the Facility and/or Property: Except for ordinary wear and tear, the "Responsible Party" shall reimburse the City of Belle (Park Fund) for all damage to the property caused by guests, employees, agents or affiliated persons attending the function/activity.*
- *Insurance: At the discretion of the City of Belle, insurance may be required.*
- * *Trash Clean-up: All trash must be picked up and placed in the trash cans located outside the building.*

Signature of Applicant

Date

Rental Fee:	\$100.00 (not refundable)
Deposit:	\$ 50.00 (refundable)
Total Amount Required:	\$150.00