

I, _____, individually and as authorized representative for _____, understand and agree that I am responsible for the care and cleaning of the Civic Center while in my use. I understand that any and all deposits are refundable only for non use if reservations are cancelled at least two (2) weeks prior to the reservation date or if the Civic Center is cleaned according to the stated requirements and keys are returned to City Hall. The City employee in charge has final word on any and all inspections referred herein.

What type of event will be held? _____

There are: 60' round (up to 15 tables- will seat 8)
6' rectangular (up to 22 tables- will seat 6)
4' rectangular (1 table only)

Number of chairs – (up to 100 chairs)

Are alcoholic Beverages to be made available or consumed?
_____ Yes _____ No

If yes, name of the off duty Lacy Lakeview Police Officer who will be providing security

Will food be made available at the event?
_____ Yes _____ No

If yes, will the event be catered or prepared by user?
_____ Catered _____ User

Time: **In** _____ **Out** _____

SIGNED THIS _____ **DAY OF** _____.

SIGNATURE

ADDRESS

TELEPHONE

Date of Agreement _____
Date Reserved _____
Date Deposit and User Fee Paid _____