



## Facility Rental Information Request

### EVENT INFORMATION

Requested Facility:	<input type="checkbox"/> Aspen Hall (9am-11pm) <i>capacity: 150 ppl</i>	<input type="checkbox"/> Hollinshead Barn (9am-10pm) <i>capacity: 55-110 ppl</i>
Requested Date(s):	Link: <a href="#">Availability Calendar</a> <i>mm/dd/yyyy</i>	
Start Time:	End Time:	Estimated Attendance:
<i>including set-up time</i>	<i>including clean-up time</i>	
Nature of Event:		
Check all that apply:		
<input type="checkbox"/> Amplified sound (DJ/band)	<input type="checkbox"/> Serving food (free to guests)	<input type="checkbox"/> Serving alcohol (free to guests)
<input type="checkbox"/> Charging admission	<input type="checkbox"/> Food for purchase	<input type="checkbox"/> Alcohol for purchase

### PRIMARY CONTACT

*(person responsible for rental fees and insurance)*

Name:	DOB:
<i>First Last</i>	<i>mm/dd/yyyy</i>
Address:	
<i>Street Address</i>	<i>Apartment/Unit #</i>
<i>City</i>	<i>State ZIP Code</i>
Phone #1:	Phone #2:
<input type="checkbox"/> Home <input type="checkbox"/> Mobile	<input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/> Other <i>Ext. #</i>
Email:	

### SECONDARY CONTACT

*(spouse, emergency contact, event planner, etc.)*

Name:	Relationship:
<i>First Last</i>	
Phone #1:	Phone #2:
<input type="checkbox"/> Home <input type="checkbox"/> Mobile	<input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/> Other <i>Ext. #</i>
Email:	

### ORGANIZATION *(if applicable)*

Name:	501(c)3 non-profit?:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Phone:	if yes, IRS tax ID #:		
Address:			
<i>Street Address</i>	<i>Suite/Unit #</i>		
<i>City</i>	<i>State</i>	<i>ZIP Code</i>	
Is this event in partnership with Bend Park & Recreation District?			
<input type="checkbox"/> yes <input type="checkbox"/> no			

### QUESTIONS/COMMENTS

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Send completed request forms by email to [FacilityRentals@bendparksandrec.org](mailto:FacilityRentals@bendparksandrec.org)

\*Please allow two (2) business days for BPRD to review request forms. Once the request form has been reviewed, BPRD will contact the primary patron listed with further information and next steps for booking. All request forms are responded to in the order they are received.

\*\*submission of this request form does not confirm or guarantee a reservation.

**DATE SUBMITTED:**