BRiCk
BURLESON RECREATION CENTER

Party Room Rental Request

Today's Date:_____/_____/_____ **Today's Time: _____:_____ a.m. p.m.**

Renter Name: _____
(Renter must complete this form and pay deposit. The renter will be the contact.)

Address:_____City: _____State:_____Zip: _____

Home Phone: _____-_____-_____ Cell Phone: _____-_____-_____Email: _____

Room or Court Requested: (Please circle requested room)

Party Room A **Party Room B** **Both Party Rooms**

1. **What is the proposed date? _____/_____/_____**
2. **Time of your event: (Please circle requested time)**

Friday	Saturday	Sunday
1:00p.m. - 3:00p.m.	1:00p.m. - 3:00p.m.	1:15p.m. - 3:15p.m.
3:15p.m. - 5:15p.m.	3:15p.m. - 5:15p.m.	3:30p.m. - 5:30p.m.
5:30p.m. - 7:30p.m.	5:30p.m. - 7:30p.m.	

3. **What is your anticipated attendance: (Please circle) 1 – 25 25 - 50**
   ***per fire code ordinances all children and adults must be included in attendance.**
4. **What is the nature of you event?**
   - **Anniversary** **Reunion** **Sports**
   - **Birthday** **Shower** **Graduation**
   - **Dance** **Wedding** **Other**

   Who is this event for? _____
5. **Is your event open to the public? Yes / No If yes, how will you advertise it?**
   - **Newspaper**
   - **Flyers**
   - **Email or Internet**
   - **Other methods not listed**
6. **Do your plans include food and beverage? If yes, who is your provider?**
7. **Will you use decorations during your event? If yes, please describe what you plan on using?**
8. **Will you have a DJ or live band? Who is this person/organization?**
9. **Does your event plan to include bounce houses or other party amenities?**
10. **Will participants have to pay an admission fee?**
11. **Will you be selling, or offering for sale, any products or services during your event? If yes, please describe your products and associated fees.**

Approved
Yes No

Initials:

Called _____/_____, _____ Deposit Paid _____/_____, _____ Paid in Full _____/_____, _____

City of Burleson
Burleson Recreation Center
Rental Contract

XII. Rental Cancellations and Payment Policy:
A. Customers who have to cancel an event will have the option of rebooking their event. If the event cannot be rescheduled, the contract holder is subject to the following:

- *Rentals cancelled 30 calendar days or more prior to booking will receive 100% of the deposit.*
- *Rentals cancelled 29-15 calendar days prior to booking will receive 50% of the deposit.*
- *Rentals cancelled 14 calendar days or less prior to the event date will forfeit all the deposit*
- *Rentals downgraded from 2 rooms to 1 room 30 calendar days or more prior to the event date will be refunded 100% of the deposit paid for the additional room.*
- *Rentals downgraded from 2 rooms to 1 room less than 30 calendar days prior to the event date will forfeit the portion of the deposit paid for the additional room.*
- *Sport rental cancellations may be subject to an administrative fee not to exceed $50.00.*

Refunds are subject to any remaining balance due on household. All damage deposits will be processed for refund within ten business days of the rental or cancellation. Deposits paid with cash will be refunded by check from the City Finance Department and mailed to the renter. Deposits paid with credit card will be refunded back to same credit card.

B. Rental fees and deposits can only be paid by cash or credit card.

- *Rental must be paid in full 48 hours before rental or the booking and deposit will be forfeited.*
- *Late fee penalty: Additional time will be charged per minute at a rate of double the original rate. The fee will be deducted from the deposit.*
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By signing below, I acknowledge that I have received and read the rental contract for the Burleson Recreation Center. The City reserves the right to immediate termination of this contract if there is failure to obey all local ordinances, laws, and facility rules.

All ordinances regarding Parks and Recreation may be found
at *http://www.burlesontx.com/84/Ordinances-Resolutions* - *Chapter 58 Parks & Recreation*

Deposit Checklist: all items on cleaning checklist must be completed for full refund of deposit (sweep, mop, take out trash, etc.) Refunds normally take 5 -7 business days to be refund.

_____*Initial*

Room or building will be accessible only during reservation time on receipt.

_____*Initial*

_____
Print Name

_____ _____
Signature **Date**