**Event Reservation Application**

**□ SELCRA Classroom □ SELCRA Common Room □ Event Space**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name:** | | **Email Address:** | | |
| **Address:** | **City:** | **State:** | | **Zip:** |
| **Home Phone:** | | | **Alternative Phone:** | |

**Date/Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_ Event Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approximate Guest Count: \_\_\_\_\_\_\_\_\_ Head Table?\_\_\_\_\_\_\_\_ Buffet Tables?\_\_\_\_\_\_\_\_\_**

**3 hours: Includes set up, clean-up and party $150 + $25 cleaning fee $ \_\_\_\_\_\_\_\_**

**□ Additional Hour(s) at $50 per hour \_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_**

**□ Any event requiring set-up ahead of time ($100 for 24 hours) $\_\_\_\_\_\_\_\_**

***Birthday Party Add ons: (25 people)* □ Tableware -$50 (color upon request) □ Tea Party - $100 □ Archery Range (1 hour for 15) -$100**

**□ Bounce House - $100 □ Backyard Games - $50 □ Other $\_\_\_\_\_\_\_\_**

**□ *Classroom Fee ($25.00 per hr. – rented in hr. increments only)* $ \_\_\_\_\_\_\_\_**

**□ *Common Room Fee ($25.00 per hr. – rented in hr. increments only)* $ \_\_\_\_\_\_\_\_**

Total Event Fee: $\_\_\_\_\_\_\_

$100.00 Deposit □ Cash □ Check #\_\_\_\_\_\_\_\_\_\_ □ CC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - $\_\_\_\_\_\_\_

Remaining fee due one week prior to event: $\_\_\_\_\_\_\_

**General Rules:** Please read and follow all rules/regulations.

1) Parental supervision is always required for children in attendance.

2) Guests are not permitted to access locked or blocked-off portions of the building. Do not wander around the facility into restricted areas.

3) Guests can bring in their own food, refreshments, cake, & ice cream. Refrigeration is available.

4) Parties can accommodate up to 50 people.

5) Beer, Wine, and Champagne beverages are permitted.

6) This is a non-smoking facility, please refrain from smoking within 100ft of the facility.

7) A $100.00 deposit is required at the time of reservation, upon which a $25 admin fee will be kept if canceled.

8) A liability waiver

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For office use: Amount Paid $\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_ Cash/Check/Credit\_\_\_\_\_\_\_\_\_Booked** □