

# EACC FACILITY RESERVATION **REQUEST FORM**

Contact Information | Phone: (970) 454-1070 | Email: eaccrentials@eaprd.com

Name of Renter: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:(\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

# of Guests: \_\_\_\_\_ Community Room Rental Times Request: Start \_\_\_\_\_ am/pm End \_\_\_\_\_ am/pm

Pool Party Rentals: # of Swimmers: \_\_\_\_\_ Age of Swimmers: \_\_\_\_\_

How did you hear about us: \_\_\_\_\_

## **Community Rooms** (Check the box that applies)

### DISTRICT DISCOUNT

**1 Room** (Max 70 People)

4 hours (or less) | \$160

Day Rate (Up to 9 hours) | \$320

**2 Room** (Includes Patio) (Max 140 People)

4 hours (or less) | \$285

Day Rate (Up to 9 hours) | \$525

### NON-DISTRICT

**1 Room** (Max 70 People)

4 hours (or less) | \$200

Day Rate (Up to 9 hours) | \$400

**2 Room** (Includes Patio) (Max 140 People)

4 hours (or less) | \$360

Day Rate (Up to 9 hours) | \$700

**ADD-ON: Room Cleaning Fee**  **\$60 Per Room** (if you choose not to pay this cleaning fee, we will expect you to clean up your room)

**Kitchen (see back for details)**  **\$25 Partial use**  **\$50 Full use**

**AFTER HOURS CHARGES** (Are you outside our business hours? Any times after our regular business hours will be an extra charge.)

**Business Hours:** Mon-Thur 5am-8pm/Fri 5am-7pm/Sat 7am-5pm/Sun 11-5pm  **\$30/hour/room**

**Party Rooms A & B (Includes Swimming)** *First half for swimming, second half in the Party Rooms.*

**1 Room** (Max 20 People in room)

**2 hours** | DD \$80 ND \$100

**4 hours** | DD \$160 ND \$200

**2 Room** (Max 40 people in room)

**2 hours** | DD \$140 ND \$180

**4 hours** | DD \$270 ND \$340

### Times for Pool Party Rentals - Weekend

**2 Hour Time Options**

11:30am - 1:30pm

2:30pm - 4:30pm

**4 Hour Time Option**

11:30am - 3:30pm

**\* DD - District Discount    \*ND - Non-District**

**Day Passes** for groups of 10 or more who wish to use the facility before, after or during the reservation time.

\*Restrictions on facility use may exist, please speak with someone for further information\*

### **DISTRICT DISCOUNT**

Youth | \$3.00 per/person | # of passes \_\_\_\_\_

Adult | \$5.00 per/person | # of passes \_\_\_\_\_

### **NON-DISTRICT**

Youth | \$3.50 per/person | # of passes \_\_\_\_\_

Adult | \$7.00 per/person | # of passes \_\_\_\_\_

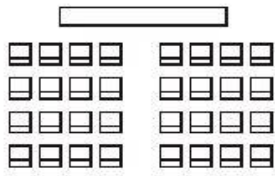
Estimated Total: \$ \_\_\_\_\_

**Kitchen Fees:**

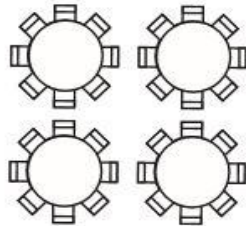
- Partial Use: Includes use of ice maker, microwave, counter space
- Full Use: Includes use of ice maker, microwave, counter space, refrigerator, freezer, warmer, oven, stove top\*, coffee pot (must supply own coffee). \*stove top must be cleaned with proper cleaner/scrubber to prevent scratching
- EACC does not provide drinking/eating utensils or cooking supplies

**For Community Room Rentals Only:** Room set-up options, please check the requested setup or draw in the box below for the setup of your choice.

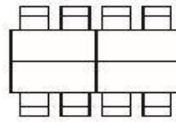
Theatre Style



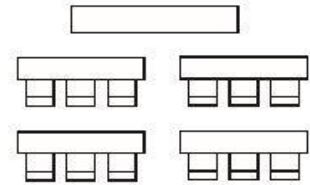
Banquet Style



Conference Style



Classroom Style



--	--	--

Ponderosa

Maple

Aspen

Number of Round Tables \_\_\_\_\_ Number of Rectangle Tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_

Additional Notes: \_\_\_\_\_

Payment Type:  Credit Card  Check Check #: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Credit Card # (Last four digits only): \_\_\_\_\_

CVC/CCV # (Security Code): \_\_\_\_\_

*\*Party Room is already furnished and setup for daily use.*

*\*Cancellation Policy: Once the reservation is made, if there is a cancellation, up to 15 days in advance there will result in a 10% charge or \$25 dollar charge, whichever is less. If the cancellation is made during 14-7 days before the event, there will be a 50% charge. If the cancellation is made 7 days or less, it will result in all charges being forfeited and held by the Eaton Area Community Center.*

*\*Disclaimer- it is an inconvenience and health concern for all guests and staff if there is a pool closure due to fecal/vomit in the pool. In the event that those attending your party choose to eat before swimming, increasing the risk of fecal/vomit incidents in the pool, causing a pool closure, the rental fee and damage deposit WILL NOT be refunded.*

*If my application is approved, I agree to the following:*

*All persons to whom permits have been granted must agree in writing to hold the district, its employees and agents harmless, and indemnify same from any and all liability for injury to persons or property occurring as a result of the activity sponsored by permittee and said person shall be liable to the district for any and all damage to parks, recreations facilities and equipment owned by same, which results from or during the activity of permittee of is caused by participant in said activity. All persons agree to comply with the Town of Eaton Municipal Code and Parks Regulations.*

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time/Date at which form was received (office use): \_\_\_\_\_