



La Pine Community Center & Frontier Heritage Park
Rental Information Request
LPRD Policy 12.2.1

EVENT INFORMATION

Requested date(s): _____ *mm/dd/yyyy*

Start Time: _____ *including set-up time* End Time: _____ *including clean-up time*

Event Name: _____

Expected attendance: _____

Check all that apply:

- Power
- Amplified sound (DJ/band)
- Serving food (free to guests)
- Food for purchase
- Charging admission
- Serving Alcohol
- Alcohol for purchase
- Vendors

Check all that apply:

- Gymnasium
- Kitchen
- Wickiup Room (Conference Room)
- Computer Lab
- Heritage Park
- Outdoor Restroom
- Stage

Primary Contact

(person responsible for rental fees and insurance)

Name: _____
First Last

Address: _____

City State Zip Code

Mobile Phone: _____ Alternate Phone: _____

Email: _____

Secondary Contact

Name: _____
First Last

Mobile Phone: _____ Alternate Phone: _____

Email: _____

Organization

(if applicable)

Name: _____ 501(c)3 non-profit yes no

Phone: _____ If yes, IRS tax ID #: _____

Address: _____

City _____ State _____ Zip Code

Is this event in partnership with La Pine Park & Recreation District? yes no

I have read and reviewed the La Pine Community Center & Frontier Heritage Park general rules and guidelines. I agree to provide the proper insurance and follow the La Pine Community Center & Frontier Heritage Park general rules and guidelines.

Signature: _____

Printed Signature: _____

Questions/Comments

Send completed request form by email to karen.miller@lapineparks.org

Please allow one week for LPRD to review request forms. Once the request form has been reviewed, LPRD will contact the primary patron listed with further information and next steps for booking. Submission of this request form does not confirm or guarantee a reservation.

Date Submitted: _____