

City of Harrison Facility Reservation



Contact Information

Name /Organization Name _____

Contact Person(s) _____

Billing Address _____

Contact Phone _____

E-Mail Address _____

Date(s) of Reservation _____

TIME: _____

TO _____

Facility

Please mark which facility you are reserving:

☐ City Park

☐ City Park Gazebo

☐ City Park BBQ/ Kitchen Area

Event Information

☐ Food ☐ Beverages ☐ Other (please explain)

☐ Installing booths (MUST be freestanding, no stakes)

☐ Need lighting for BBQ and/or Gazebo?

Number of People Expected _____. Event Fee of \$125.00 applies if over 20 in attendance.

Large functions (100+ people) will require additional sanitary services beyond what the City can provide. Payment for these services is the function's responsibility. Costs for such services can only be determined after the event; therefore, the function may be invoiced subsequently.

Park Rules

GRASS: No vehicles on lawn areas. Do not dump ice on the grass. NO stakes or chair legs into lawn, as we have a shallow sprinkler system. Please remove excess tables/chairs and restore the facility as you found it.

PETS: Keep animals on a leash & clean up after them. Mutt mitts are provided for your convenience.

GARBAGE: Dispose of all garbage in the proper receptacles.

Agreement & Signature

By submitting this reservation form along with applicable fees, I understand that if this event is accepted by the City of Harrison, I have been made aware of all rules and that my event will abide by them.

Signature _____

Date _____

We want your event to be a success! Need additional assistance before, during, or after your event? Contact our Public Works Department at 208.215.0490 or City Hall at 208.689.3212. Please leave a message if needed, and someone will get back to you as quickly as possible.

Thank You for Visiting Harrison!

PLEASE SUBMIT FORM AND FEES AT LEAST 7 (SEVEN) DAYS PRIOR OT EVENT

FOR OFFICE USE ONLY

City Fee		Date:
Amount Paid		Received by
Balance Due		