

Josephine Butler Parks Center

EVENT RESERVATION FORM

Call (202) GO-2-PARK, ext. 10, catering ext. 14
Fax completed application to (202) 234-3342.

Date of event: _____ Title/Description of event: _____

Guest Count: Minimum: _____ Maximum: _____ (final count 10 days prior to event)

Organization: _____ Person Producing Event: _____

Phone: day: _____ night: _____ Cell: _____

Address: _____ E-mail: _____

City, State, Zip _____

Room(s) requested: Ballroom _____ South Gallery _____ Conservatory _____ Studio _____ Visitor Center _____

Start time: _____ End time: _____ (including set-up and clean-up) Total Hours _____

Check one: Individual _____ Government/Charity _____ Community-based agency _____

Rate: per hour _____ per half day _____ per day _____

Discounts: _____ **Total Space Charges:** _____ Additional hosts @ \$ 15/hour _____

Special event features:

Fund-raising/ Fees/ Sales _____ Alcohol* _____ Music/Amplified Sound _____ Parking Spaces requested _____

Who will the event serve? _____ Open to public for calendar listing? Yes No

Schedule of activities: _____

Special layout considerations: _____

Equipment/Other needs: Overhead projector TV/VCR/DVD screen easels podium

Food Yes No Description: _____

In House Catering Yes No If no, Warming Kitchen/prep room \$100 fee _____ (\$100)

Succotash Menu attached _____ Menu notes: _____

Catering Amount Due: _____ Menu & Invoice sent: _____ (date)

Rentals:

Rectangular tables and folding chairs included in space rental. Rectangular tables (\$0) x _____

Pedestal tables (\$6 each) x _____ = _____ 4'rounds (\$8 each) x _____ = _____

5'rounds (\$10 each) x _____ = _____ gold chiavari chairs (\$2 each) x _____ = _____.

Serviceware set (\$3.99 per guest) x _____ = _____ In-house linens (\$9 each) x _____ = _____

Rented table linens (\$17 each) x _____ = _____ Rented napkins (\$1.50 each) x _____ = _____

Linen Description: _____

Total Amount Due: _____

Special Contract Notes:

- Liability insurance is required for larger events (more than 50 people and/or serving alcohol).
- Insurance is required for all external caterers.
- JBPC staff will not set up tables, chairs or decorations for your event. Please schedule adequate set-up time.
- **Liquor license is required in advance of event. Alcohol may only be served free of charge at free events, and must be served only by and for people at least 21 years old.**
- Overtime charges will be hourly based.
- You assume responsibility for any damages incurred during your event to the facility or property.
- The above statements are true and accurate. We will file a revised reservation if plans change.

SIGN & PRINT NAME OF PRODUCER

DATE

Note: The booking is not confirmed until **50% deposit is paid**, this form is signed by the Center manager and a copy is given to the event producer. Full payment is due at least seven (7) days before the event.

CONFIRMATION SIGNATURE OF CENTER MANAGER

DATE RESERVED

CANCELLATION POLICY: Full refund is given with written notice prior to 1 month. From 1-4 weeks written notice prior to the event you will receive a 50% refund. Full payment charged if cancelled less than 1 week before event.

For Josephine Butler Parks Center Staff only

Deposit paid: _____
(attach) Amount Date

Additional Payment: _____ Additional Payment: _____
(attach) Amount Date (attach) Amount Date

Liability Insurance received: _____ Liquor License received: _____
(attach) Date (attach) Date

Name of Host(s): _____