play melbourne parks & recreation

Date of Request: _____

MELBOURNE AUDITORIUM
RESERVATION REQUEST FORM

Terms: The Melbourne Auditorium will tentatively hold available rental dates for 14 days upon receipt of the required Reservation Request Form. To confirm a reservation, a down payment of 50% of the rental fee must be received within the 14 days. If a deposit is not received by the end of the 14 day period, the dates may be released without further notice.

Requesting Party/Organization: _____

Contact Person: _____

Business Phone: ( ) _____ **Cell:** ( ) _____

Email: _____

Address: _____
Street Address

_____
City *State* *Zip Code*

Type of Organization: ☐ **CIVIC** ☐ **TAX EXEMPT:** Exemption Certificate Required with Deposit ☐ **COMMERCIAL**

Date(s) Requested: **Month:** _____ **Day(s)** _____ **Year:** _____

Event Name: _____ **Event Type:** _____

Estimated Attendance: _____ **Open to the Public?** Yes No
Circle One

Requested Rental Hours:
***Minimum Rental Main Hall x 7 Hours**

- **Move-In/Decorating**
  Date: _____ FROM: _____ am / pm TO: _____ am / pm
- **Event:**
  Date: _____ FROM: _____ am / pm TO: _____ am / pm
  Date: _____ FROM: _____ am / pm TO: _____ am / pm
  Date: _____ FROM: _____ am / pm TO: _____ am / pm
- **Move-Out:**
  Date: _____ FROM: _____ am / pm TO: _____ am / pm

In-House Concessionaire FREE SERVICE--Required for 2 day or more rentals ☐ **Check Here to Request Concession**

FOOD: ☐ **SERVED** ☐ **SOLD** (Business Tax Receipt & Food Permit required for each vendor)

SPACE REQUESTED		SERVICES REQUESTED			
☐	Main Hall	Qty:	Extra Chairs # over 500	Qty:	Microphone/Corded or Wireless(*circle one*)
☐	Main Hall + East Wing	Qty:	Extra Tables # over 70	Qty:	Pipe & Drape Estimated # of Booths
☐	Main Hall + West Wing	☐	Mirror Ball	Qty:	Stage Risers 8"
☐	Whole Building	☐	Podium	Qty:	Stage Risers 16"
☐	Electrical Hook-Ups	☐	Lighting Technician	Qty:	Barricades

ALCOHOL: ($45.00 Alcohol Permit Required)
☐ **SERVED/BYOB** (Security Required) ☐ **SOLD**(Liquor License, Host Liquor Liability Insurance, & Security Required)

OUTDOOR ACTIVITIES: (Check all that apply below) (Outdoor Assembly Permit May Be Required)

☐	Grill(For Service Inside)	☐	Port-A-Potty	☐	Animals
☐	Grill (For Service Outside/Vendor)	☐	Vehicles	☐	Other (Please explain in space below)
☐	Inflatables/Games/Dunk Tank/etc.	☐	Tables		
☐	Tents	☐	Food Trucks		