

I, \_\_\_\_\_, individually and as authorized representative for \_\_\_\_\_, understand and agree that I am responsible for the care and cleaning of the Civic Center while in my use. I understand that any and all deposits are refundable only for non use if reservations are cancelled at least two (2) weeks prior to the reservation date or if the Civic Center is cleaned according to the stated requirements and keys are returned. The City employee in charge has final word on any and all inspections referred herein.

What type of event will be held? \_\_\_\_\_

There are: 60' round (up to 15 tables- will seat 8)  
6' rectangular (up to 22 tables- will seat 6)  
4' rectangular (1 table only)

Number of chairs – (up to 100 chairs)

Are alcoholic Beverages to be made available or consumed?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, name of the off duty Lacy Lakeview Police Officer who will be providing security

\_\_\_\_\_

Will food be made available at the event?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, will the event be catered or prepared by user?

\_\_\_\_\_ Catered \_\_\_\_\_ User

Time: **In** \_\_\_\_\_ **Out** \_\_\_\_\_

**SIGNED THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**TELEPHONE**

Date of Agreement \_\_\_\_\_

Date Reserved \_\_\_\_\_

Date Deposit and User Fee Paid \_\_\_\_\_

**NOTE: IF AN OFF DUTY OFFICER IS NOT SCHEDULED TO PROVIDE SECURITY WHEN ALCOHOL IS PRESENT, YOUR DEPOSIT WILL NOT BE REFUNDED AND THE EVENT WILL NOT CONTINUE.** x \_\_\_\_\_