

# NKC PARKS AND RECREATION CENTER RENTAL FORM

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## Contact Information

Event Name \_\_\_\_\_

Company/Person Responsible for Rental \_\_\_\_\_

Contact Phone (     ) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

## Event Information

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Rental Space(s):  Ryan Hall  East Ryan Hall  West Ryan Hall  Cottonwood  Lobby  Patio

## Desired Room Configuration (see back for diagrams)

Floorplan:  **Classroom** \_\_\_\_\_ # of chairs (Maximum # - 60 Hall/30 E. Hall/24 W. Hall/18 Cottonwood)

**U - Shape** \_\_\_\_\_ # of chairs (Maximum # - 30 Hall/18 E. Hall or W. Hall)

**Theater** \_\_\_\_\_ # of chairs (Maximum # - 120 Hall/ 36 W. Hall)

**Banquet** \_\_\_\_\_ # of chairs at table (Maximum 8 chairs per table)

\_\_\_\_\_ # of 60" rounds (Maximum # - 16 Hall/7 E. Hall or W. Hall)

**Other** (Diagram Needed) \_\_\_\_\_ # of chairs

Additional:  **Food Tables:** \_\_\_\_\_ # of 6ft tables / \_\_\_\_\_ # of 8ft tables

**Head Speaker Table:** \_\_\_\_\_ # of 6ft tables / \_\_\_\_\_ # of 8ft tables

**Gift/Additional Side Table:** \_\_\_\_\_ # of 6ft tables / \_\_\_\_\_ # of 8ft tables

## Equipment Needs

A/V (Include  Podium  Microphone)  Dance Area (will require to trade out 2-3 rounds)  Catering Kitchen

## Notes/Additional Rental Dates

\_\_\_\_\_  
\_\_\_\_\_

### Reservation Status (office use only)

Rental Agreement  Refundable Deposit Total Amount Paid: \_\_\_\_\_

Reservation Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

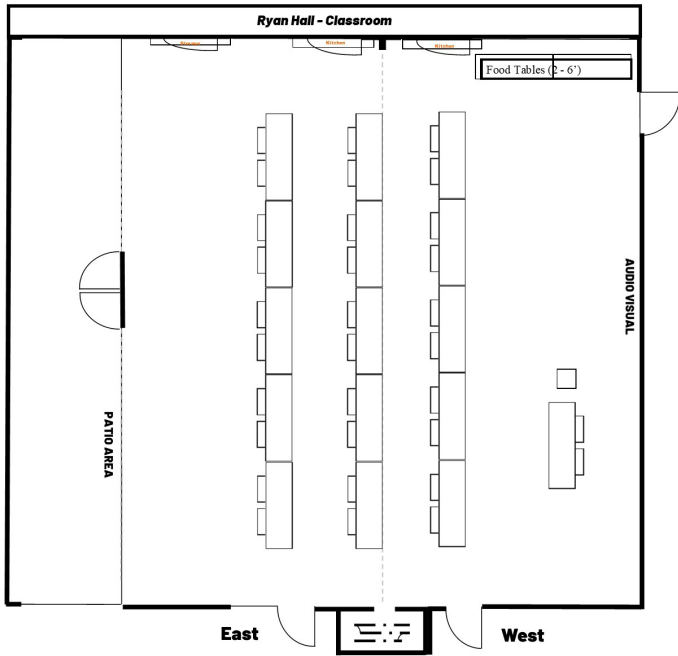
### Refund Status (office use after rental or if rental canceled only)

Refund Deposit:  Yes  No Requested by: \_\_\_\_\_

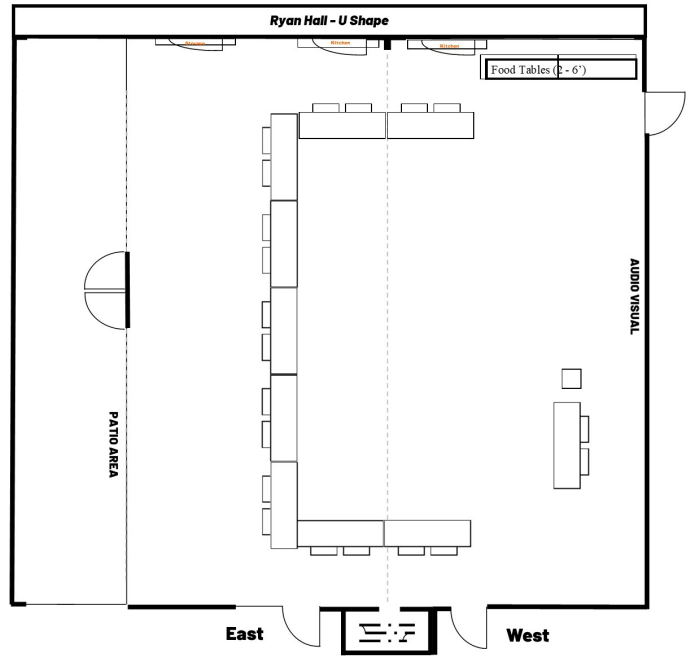
Refunded by:  Check  Credit Card Processed by: \_\_\_\_\_

# Floorplan Diagrams

## Ryan Hall - Classroom



## Ryan Hall - U-Shape



## Ryan Hall - Theater



## Ryan Hall - Banquet

