



Harrisonville Community Center  
 2400 Jefferson Parkway, P.O. Box 367  
 Harrisonville, MO 64701  
 Ph: 816.380.8980 Fax: 816.380.8987

Date Submitted: _____
Approx. Time: _____

## 2016 FACILITY REQUEST FORM

**PLEASE NOTE:** This is a “request” form only and does not guarantee a reservation. If you do not receive a phone call within 48 hours, please contact Amy Fuller at (P) 816.380.8980 ext. 239 or (E) [afuller@ci.harrisonville.mo.us](mailto:afuller@ci.harrisonville.mo.us)

**ORGANIZATION/CONTACT NAME:** \_\_\_\_\_

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

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**DAY PHONE:** \_\_\_\_\_ **EVE PHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**Credit Card:** \_\_\_\_\_ **Exp:** \_\_\_\_\_

**Room(s) Requested:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

(Include the Rental Time Needed For Your Set Up & Clean-Up)

**Number of people expected to attend the event:** \_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_

**Please answer the following questions: (below pertains to the Cass, Harrison, Van Buren & Jefferson Courtyard rooms only)**

- |  |     |    |                       |
|--|-----|----|-----------------------|
| 1. Do you plan to serve alcohol at your event (\$25 fee)?<br>(License, Permits & Insurance Coverage Requirements must be obtained) | YES | NO |                       |
| 2. Do you plan to have a caterer?  | YES | NO |                       |
| 3. Will you require any Audio or Video equipment (\$20 fee)?   | YES | NO | (HDMI/VGA/AUX Stereo) |

**Check all that apply (There is a \$20 fee for the use of one or all)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Cordless Mic. | <input type="checkbox"/> DVD/CD/Blue Ray | <input type="checkbox"/> Overhead Projector /Drop Screen                            |
| <input type="checkbox"/> American Flag | <input type="checkbox"/> Podium          | <input type="checkbox"/> Portable Bar <input type="checkbox"/> 32” Flat Screen T.V. |

4. Please list any preliminary or final set-up requests.  
 Round Tables 60” diameter seat 8 maximum, Rectangular Tables 96”long (Tables and chair arrangements, serving tables, room style arrangement, etc.)

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# HARRISONVILLE COMMUNITY CENTER

## 2016 RENTAL RATES

ROOM	HOURLY FEE	BLOCK RATE (4 HOURS)
Cass Room	\$40.00	\$120.00
Harrison Room	\$30.00	\$ 90.00
Van Buren Room	\$35.00	\$105.00
Cass + Harrison	\$65.00	\$195.00
Harrison + Van Buren	\$60.00	\$180.00
Jefferson Courtyard	\$95.00	\$285.00

***\*All rentals that occur after normal operating hours will be subject to an additional \$15 per hour staffing charge.\****

*Caterer's Kitchen located in the Cass Room is available with a Cass room rental or a Jefferson Courtyard rental at no additional charge.*

ROOM	HOURLY FEE	BLOCK RATE (4 HOURS)
Social Hall	\$55.00	\$165.00
Multi-Use Room	\$35.00	\$105.00
Gym (1/2 court)	\$45.00	\$135.00
Gym (Full court)	\$60.00	\$180.00
Party Pit	\$35.00	\$105.00

***\*All rentals will require a credit card to be kept on file for any damages incurred during the rental.\****

*(Card will not be charged until renter is made aware of the damages.)*

POOL RENTALS	HOURLY FEE
1 - 25 Patrons	\$70.00
26 - 50 Patrons	\$80.00
51 - 75 Patrons	\$90.00
76 or more Patrons	\$105.00
Party Pit w/Pool (up to 50 Guests)	\$80.00

***\*Pool rentals require a minimum of two hours & are only available outside of our normal operating hours.\****

AFTER HOURS PACKAGE	RATES
Includes the use of the following: Basketball/Volleyball Courts Swimming Pool (3 consecutive hours only) Jefferson Courtyard (Cass, Harrison & Van Buren Rooms) Audio Visual Equipment Pool Table, Ping Pong Table & Foosball Table	<b>\$600.00 for 4 hours <u>or</u></b>  <b>\$1200.00 for 8 hours</b>

### ROOM SPECIFICATIONS

ROOM	SIZE	SQ. FEET	SEATING CAPACITY	MAXIMUM OCCUPANCY (STANDING ROOM ONLY)
Cass	60 x 26	1560	104	223
Harrison	53 x 25	1325	72	154
Van Buren	54 x 30	1620	111	238
Cass + Harrison	113 x 51	2885	176	377
Harrison + Van Buren	107 x 55	2945	183	392
Jefferson Courtyard	167 x 81	4505	287	615
Social Hall	Irregular	4100	273	840

**10% DISCOUNT FOR COMMUNITY CENTER MEMBERS**