

Pell City Parks and Recreation

CIVIC CENTER RESERVATION FORM

Today's Date: _____ **Date of Rental** _____

Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell Phone _____

Name of Event (if available) _____

Event Times _____ to _____ (**\$15.00 per hour after 9 pm**)

Sundays (1-5 pm) (early or late \$15 per hour)

E-mail: _____

Number expected _____

Check areas to be reserved:

(KITCHEN NOT AVAILABLE with \$25.00 Rooms)

Art & Craft Room (kitchen not available) []

Conference I (kitchen not available) []

Conference II (kitchen not available) []

Equipment Needed:

[] Chairs _____

[] Tables (8 ft) _____

[] Tables (6 ft) _____

Employees only: Please check the following.

Receipt completed with room & date of rental _____

Receipt attached: _____

Written on schedule book: _____

Copy of this page _____

Some one early or late _____

Police Officer: _____

Employee initials _____