



**EAU CLAIRE PARKS & RECREATION**  
**Phoenix Park | Haymarket Plaza**  
**RESERVATION/AGREEMENT FORM**

**\*This form must be completed for ALL events held at Phoenix Park\***

**CONTACT INFORMATION**

Contact Name:	
Contact Email:	
Address:	City/State/Zip:
Home Phone:	Cell Phone:

**EVENT LOCATION**

<input type="checkbox"/> Pavilion	<input type="checkbox"/> Amphitheater/Labyrinth	<input type="checkbox"/> Confluence Plaza
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**EVENT INFORMATION**

<b>1.</b> Event Name:
<b>2.</b> Purpose of use:
<b>3.</b> Estimated # in Group:
<b>4.</b> Date of Event:
<b>5.</b> Time Range of Event (start and end):
<b>6.</b> Will there be alcohol at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If yes, Alcohol Application is required</i>
<b>7.</b> Will you have beer kegs at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If yes, Alcohol Application is required</i>
<b>8.</b> Will you be setting up a tent or inflatable? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*A utility locate fee may be required</i>
<b>9.</b> Is this event a wedding? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>10.</b> Will there be an entry fee, sales of food or merchandise, sale of beer, street/park closures, fireworks, or over 2 half barrels of fermented malt beverage? <input type="checkbox"/> Yes <input type="checkbox"/> No

**RENTAL FEES AND CHARGES (You will be charged for a maximum of 8 hours)**

<input type="checkbox"/> Monday-Friday ( <b>\$15/hour</b> )	$\$ \underline{\hspace{1cm}} / \text{hour} \times \underline{\hspace{1cm}} \# \text{ of hours} = \$ \underline{\hspace{1cm}}$
<input type="checkbox"/> Saturday & Sunday ( <b>\$25/hour</b> )	
<input type="checkbox"/> Beer Keg Permit Application Fee (½ barrels only)	<b>Beer Permit \$40/event</b> <span style="float:right">\$ <u>          </u></span>
<input type="checkbox"/> Utility Locate Fee (for tents and inflatables)	<b>Utility Locate \$30/event</b> <span style="float:right">\$ <u>          </u></span>
<b>TOTAL DUE:</b> <span style="float:right">\$ <u>          </u></span>	

**PAYMENT INFORMATION (Must be paid in full at time of reservation)**

<input type="checkbox"/> Discover	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
Card #:	Expiration Date:	Billing Zip Code:	
Cardholder Signature:		Date:	