



# DIMOND PARK FIELD HOUSE RESERVATION FORM

## Contact Information

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Organization Information (if applicable)

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Tax Exempt # \_\_\_\_\_  
For non-profit and government agencies only

## Reservation Information

Form must be received two weeks in advance. Subject to availability.

\*Sales tax not included.

### FACILITY RENTAL\*

- |  |   |
|--|---|
| <input type="checkbox"/> Turf \$125/hr             | <input type="checkbox"/> Track \$55/hr            |
| <input type="checkbox"/> Mezzanine \$55/hr         | <input type="checkbox"/> Batting Cage \$55/hr     |
| <input type="checkbox"/> Turf & Mezzanine \$150/hr | <input type="checkbox"/> Entire Facility \$350/hr |

### PLAY EQUIPMENT RENTAL\* Includes bouncy house, balls, trikes, push toys, slides and more.

- \$55/event

### PARTY PACKAGE\* Includes turf, mezzanine and play equipment. \$75 refundable deposit required.

- 2-hour party \$250       3-hour party \$350

DATE \_\_\_\_\_ TIME \_\_\_\_\_ TO \_\_\_\_\_

Description of Event \_\_\_\_\_

Number of people expected \_\_\_\_\_ Age range of children \_\_\_\_\_

Please check one:     Private Event     Public Event

## Payment Information

Accepted: Visa  
MasterCard  
Discover

All rental fees, taxes and \$75 deposit, if applicable, are due at the time of reservation. Deposit will be refunded after successful rental and check-out.

- |   |   |                                |
|---|---|--------------------------------|
| <input type="checkbox"/> Credit Card is present                     | <input type="checkbox"/> Cash                 | <input type="checkbox"/> Check |
| <input type="checkbox"/> Card is not present, use information below | <input type="checkbox"/> Call to make payment |                                |

Name on Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVC \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

Rules, Waivers,  
and Signature

**MORE ON THE REVERSE. PLEASE TURN OVER TO COMPLETE.**

**GENERAL INFORMATION**

- Set-up and clean-up (other than rented play equipment) is the user's responsibility and must be included in the rental time.
- Food and beverages (except water) are not permitted in turf, track, or batting cage areas; they are allowed only in the mezzanine or lobby.
- Batting cage rentals require signed waiver for each participant before use.
- Equipment is not provided in batting cage rentals; permittee must provide their own bats, balls, helmets, etc.
- Storing materials and application of material to walls, floors, or ceilings is not permitted.
- Confetti, confetti balloons, party poppers and similar party items are not permitted.
- Use of illegal drugs, alcohol, cigarettes, vaping, and chewing tobacco is prohibited.
- Renter is responsible for leaving the facility and equipment in the same condition as they found it. Extra cleaning costs incurred will be deducted from the deposit, if applicable, or billed to the user.
- Renter will be held responsible for repair or replacement costs for damaging or destroying any toys, equipment or City property.
- **Misuse of the facility or failure to conform to posted facility rules or those of this permit may result in loss of deposit and will be sufficient reason for denying future facility rentals.**

**CANCELLATIONS and REFUNDS**

**\*PLEASE INITIAL\*** Credits and refunds for cancellations will only be given if notification is received at least two weeks prior to the reserved date. Requests for reschedules are subject to availability and must be made at least three business days prior to the reservation date. There is no service charge for a reschedule or a credit. There is a \$10 service charge for refunds.

**VENDOR PERMIT INFORMATION**

**\*PLEASE INITIAL\*** **Alcohol sales, catering and/or use of commercial bouncy houses require a permit.** The vendor/caterer must have a valid CBJ permit displayed on site at your event. Violation or failure by the vendor to follow any permit condition is a violation of CBJ 67.01.090(i) and is punishable by a fine of up to \$300 and is grounds for administrative penalties consisting of suspension of all permits issued under Chapter 11 and denial of the right to apply for a new permit for a period of 30 days. **By initialing I certify that I agree to abide by this requirement if a permit is required for my event.**

**WAIVER and RELEASE**

**NOTICE:** Occasionally, Parks & Recreation photographs participants enrolled in recreation programs, events, or on Parks & Recreation property. These photographs are used for Parks & Recreation purposes only and may be included in future Parks & Recreation media. Your presence is your consent, without compensation from Parks & Recreation or the City and Borough of Juneau, to use your likeness.

**WAIVER AND RELEASE: I agree to hold the City and Borough of Juneau, including its employees, volunteers, and insurers, with respect to any action, claim, or lawsuit arising out of or related to injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Juneau.**

I certify the information contained in this application is true to the best of my knowledge. As group representative, I hereby agree to take responsibility to inform and assure that all group members follow the above rules and the Recreation Area Ordinance of the City and Borough of Juneau. (Chapter 67.01, available upon request.)

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

<b>OFFICE USE ONLY</b>	Received by: _____ Date Received: _____ Receipt # _____ Permit # _____
	<input type="checkbox"/> Refund Deposit                      Amount refunded _____ Refund Receipt # _____
	<input type="checkbox"/> Do not refund deposit, per the following: _____