



**CLEANING:**

NAME OF GROUP/COMPANY \_\_\_\_\_

DATE AND TIME: \_\_\_\_\_

**ACTIVITIES:**

**Music**

YES \_\_\_\_\_ NO \_\_\_\_\_

TYPE OF MUSIC: \_\_\_\_\_

IF BAND, HOW MANY MEMBERS: \_\_\_\_\_

HOURS MUSIC TO BE PLAYED: START: \_\_\_\_\_ END: \_\_\_\_\_

**FOOD SERVICE**

YES \_\_\_\_\_ NO \_\_\_\_\_

TYPE OF MEAL: \_\_\_\_\_

CATERER: YES \_\_\_\_\_ NO \_\_\_\_\_

NAME OF CATERER \_\_\_\_\_  
(COPY OF HEALTH CERTIFICATE MUST BE FURNISHED TO F.N.S.B. 48 HOURS BEFORE EVENT.)

PROVIDED BY USER GROUP: YES \_\_\_\_\_ NO \_\_\_\_\_

**BEVERAGES**

ALCOHOL: YES \_\_\_\_\_ NO \_\_\_\_\_

CATERER: YES \_\_\_\_\_ NO \_\_\_\_\_

NAME/ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CATERING PERMIT REQUIRED: YES \_\_\_\_\_ NO \_\_\_\_\_  
(COPY MUST BE FURNISHED TO F.N.S.B. 48 HOURS BEFORE EVENT.)

BEVERAGES SOLD: YES \_\_\_\_\_ NO \_\_\_\_\_  
**(IF YES, USER FEE REQUIRES 15% SALES TO FNSB)**

**SPEAKER/LECTURER**

YES \_\_\_\_\_ NO \_\_\_\_\_

**ENTERTAINMENT**

YES \_\_\_\_\_ NO \_\_\_\_\_

FAILURE TO PROVIDE THE INFORMATION REQUESTED ABOVE WILL BE GROUNDS FOR AUTOMATIC REJECTION OF THE RESERVATION. PIONEER PARK MUST BE ADVISED OF ANY CHANGES TO THE SCHEDULE OR NATURE OF THE EVNT AND ANY CHANGES MAY REQUIRE RE-EVALUATION OF THE RESERVATION REQUEST.

## EQUIPMENT NEEDS

PLEASE REVIEW THE LIST BELOW AND STATE HOW MANY OF EACH ITEM YOU WOULD LIKE UNDER THE CORRESPONDING LOCATION. THE AVAILABLE NUMBER OF EACH TYPE OF EQUIPMENT IS LISTED IN ( ) NEXT TO THE EQUIPMENT ITEM.

EQUIPMENT	NUMBER AVAILABLE	EXHIBIT HALL	MEZZANINE	UPPER LEVEL	BLUE ROOM	THEATRE
CHAIRS	600					
6' BANQUET TABLES	80					
2'X2' COCKTAIL TABLES	12					
27" TV/VCR COMBO	1					
3'X5', 2 SIDED CHALKBOARD (ON WHEELS)	1					
4'X8' RISERS (PORTABLE STAGE")	6					
6'X6' PORTABLE SCREENS	2					
COAT HANGERS	300					
COAT RACKS	5					
EASELS	3					
EXPANDABLE DIVIDER PANELS	6					
FLAG – ALASKA STATE	1					
FLAG – UNITED STATES	1					
FOLLOW SPOT LIGHT	1					
GRAND PIANO	1		AVAILABLE IN EXHIBIT HALL AND THEATRE ONLY			
IN HOUSE SOUND SYSTEM*			AVAILABLE IN EXHIBIT HALL AND THEATRE ONLY			
LECTERN W/ BUILT IN MICROPHONE	1					
MICROPHONE FLOOR STANDS	7					
MICROPHONE TABLETOP STANDS	10					
MICROPHONES (3 WIRELESS AVAILABLE UPON REQUEST)	7					
OVERHEAD PROJECTOR	1					
PORTABLE PA SYSTEM	1					
STANCHIONS W/ ROPES	8					
TABLETOP LECTERN	1					
20'X20' PROJECTION SCREEN	1	AVAILABLE IN THEATRE ONLY				
8'X10' WALL SCREEN	1	AVAILABLE IN BLUE ROOM ONLY				
12'X12' PROJECTION SCREEN	1		AVAILABLE IN EXHIBIT HALL ONLY			
VACUUM CLEANER(S) (NOT FOR USE WITH WATER)	2					
MOP & MOP BUCKET	1 EA.					

\*INCLUDES: MIXER BOARD (16 CHANNEL), PRE-AMP & AMPLIFIER, CD/TAPE PLAYER, BUILT-IN SPEAKERS

ADDITIONAL REQUESTS: \_\_\_\_\_

## **CATERING EQUIPMENT NEEDS**

PLEASE REVIEW THE LIST BELOW AND STATE HOW MANY OF EACH ITEM YOU WOULD LIKE UNDER THE CORRESPONDING LOCATION. THE AVAILABLE NUMBER OF EACH TYPE OF EQUIPMENT IS LISTED IN ( ) NEXT TO THE EQUIPMENT ITEM.

<b>EQUIPMENT</b>	<b>NUMBER AVAILABLE</b>	<b>EXHIBIT HALL</b>	<b>MEZZANINE</b>	<b>UPPER LEVEL</b>	<b>BLUE ROOM</b>
STEAM TABLES W/25' CORD	2				
STEAM TABLE PANS 3 EACH 2", 4", & 6"	9				
SALAD BAR	1				
SPEED BAR	2				
SERVING TABLES W/SNEEZE GUARDS	2				
COFFEE MAKER-2 BURNER	3				
COFFEE POT – 58 CUP	1				
COFFEE POT – 90 CUP	2				

IF PARK MANAGEMENT, EITHER DIRECTLY OR THROUGH THEIR AUTHORIZED AGENT, REASONABLY REQUESTS THAT A FACILITY USER ALTER THEIR ACTIVITY FOR THE BENEFIT OF THE PUBLIC AND/OR OTHER USERS OF THE PARK, THE USER GROUP MUST COMPLY WITH THE REQUEST OR FACE EVENT CANCELLATION AND/OR LOSS OF SECURITY DEPOSIT.

ALL RESERVATIONS ARE TENTATIVE UNTIL APPROVED BY PARKS AND RECREATION MANAGEMENT.

## **SECURITY SERVICES**

Additional security may be requested per contractual terms; see Park Office for explanation.

**THEATRE** TECHNICAL CREW: NAMES: \_\_\_\_\_

PHONE CONTACT: \_\_\_\_\_

ANYONE OPERATING PIONEER PARK SOUND OR LIGHTING EQUIPMENT MUST RECEIVE PRIOR APPROVAL FROM THE PARK OFFICE. TAMPERING WITH THE ESTABLISHED "HOUSE" SYSTEM WITHOUT PROPER AUTHORIZATION IS NOT ALLOWED UNDER ANY CIRCUMSTANCES. PLEASE PROVIDE AT LEAST ONE WEEK'S NOTICE IF YOU WILL NEED INSTRUCTIONS ON OUR EQUIPMENT IN ORDER TO SET UP COMPATIBLE SOUND/AUDIO OR LIGHTING EQUIPMENT.

I (WE) HAVE READ AND COMPLETED THE CIVIC CENTER SPECIAL EVENT REQUEST FORM AND NOTED THOSE ITEMS AND SERVICES MY USER GROUP/ORGANIZATION WILL NEED. I (WE) UNDERSTAND THAT COMPLETION OF THIS FORM IS THE BASIS FOR MY (OUR) USER AGREEMENT AND THAT ANY CHANGES MAY REQUIRE RE-EVALUATION OF MY (OUR) RESERVATION REQUEST.

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

DATE: \_\_\_\_\_

REVIEWED AND APPROVED BY:

\_\_\_\_\_  
ALLEN SHAW, PARK SUPERVISOR, PIONEER PARK  
PARKS & RECREATION, F.N.S.B.

DATE: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

1. EXCLUSIVE USE: YES \_\_\_\_\_ NO \_\_\_\_\_
2. CHAPERONES: YES \_\_\_\_\_ NO \_\_\_\_\_
3. SECURITY REQUIRED: YES \_\_\_\_\_ NO \_\_\_\_\_ NUMBER EXTRA \_\_\_\_\_
4. NOTIFY OF CONCURRENT/ADJACENT FACILITY RESERVATIONS: YES NONE  
DATE \_\_\_\_\_ TIME \_\_\_\_\_
5. PERCENT OF GROSS REVENUE CHARGED: \_\_\_\_\_
6. INSURANCE REQUIRED: YES NO CERTIFICATE OBTAINED? \_\_\_\_\_  
DATE \_\_\_\_\_