

Office use only:
Host: _____

David Park House Event Reservation Form

Event Description: _____

Type of Event: (circle) Social/Reception Meeting Other: _____

Date: _____ **Time:** _____ am/pm to _____ am/pm **# Guests:** _____

Rooms to reserve: (circle all that apply)

Breakfast Nook Dining Room Living Room Conference Room Patio & Grill

Will food or beverages be served? No Yes

Food/beverages will be served in the following rooms: (circle all that apply)

Breakfast Nook Dining Room Living Room Conference Room Patio & Grill

Will alcoholic beverages be served? No Yes (If yes, only wine and beer are permitted)

A house attendant, provided by the Park House, is required to be in attendance during the event.

The **Event Contact Person** is responsible for the following:

- Be present during the entire event.
- Set up and clean up of the event; including the grill if used.
- Vacate the premises of event attendees by the specified end time.
- Restore the premises to the same condition as it was prior to the event.
- Provide all china, glassware, flatware, linens, towels, coffee pots, storage containers, etc.

I agree to the above-mentioned responsibilities and the policies as outlined in the *BSU David Park House Event & Function Policies and Procedures*:

Event Contact Person's signature Date

Address City State/Zip

Phone number E-mail

Return this form, including separate checks for the rental fee and damage deposit listed below, to the BSU Foundation in the enclosed envelope.

If you have any questions, please contact Tammy Mayer, BSU Foundation, 1500 Birchmont Dr NE #17, Bemidji, MN 56601-2699, 218-755-2762 or toll free 1-888-234-5718.

Non-university users only:

User fee: \$ _____ Deposit: \$100.00 (returnable if house is clean & in good condition)