

The Park At Claircrest Facility Reservation Form

Organization/Person(s) _____ Contact Name _____

Phone _____ Email _____

Address _____ State _____ Zip _____

Area(s)/Room(s) Inquiring About (fees are attached sheet):

	Meeting Room – 18-25 people depending on seating arrangement		Small Shop – 50-75 people
	Lounge – 18-25 people		Let’s Do Business Room – 4-6 people
	Barn - 50-75 people		Social Media Room – 2-4
	Outside areas/Field		Unknown and/or potentially all areas
	Rustic Room		Loft For Overnight Stay (during events only)
	Other:		

Note: Non-profit entities (via IRS guidelines) are half-price. Areas have a two hour minimum and include set up and clean up time must be included in hourly rate. Discounts to PN and Claircrest Consulting clients may apply.

Purpose of Rental _____

First Choice: Date(s) _____ to _____ Second Choice: Date(s) _____ to _____

Circle Preferences or Requirements (extra fees may apply):

Podium Sound System Easel Catering Port a potty (outside events)
 Projector Screen Television Kitchen access

Access to ___ copier, ___ printer, ___ computer, ___ Internet

Note: All events require a deposit and a certificate of insurance to reserve the date and space.

I understand and agree that The Park At Claircrest, Nickie Hertzog and/or event host is not responsible for any items or belongings onsite. In addition, I agree to hold The Park At Claircrest, Nickie Hertzog and/or the event host harmless and a covenant not to sue in the event of an accident, damages or injuries during the time I and any guests are using the facilities and onsite.

Signed _____ Date _____

Area	Hourly Rate	Day Rate
*Meeting Room (includes Kitchen)	\$50	\$200.00
*Let's Do Business Room	\$35	\$100.00
*Social Media Room	\$25	\$75.00
Barn (no access inside and to indoor bathrooms if rented by itself – Port A Potty's are required)	\$20	\$300.00
Lounge	\$20	\$75.00
Shop Training Area (no access inside and to indoor bathrooms if rented by itself – Port A Potty's are required)	\$50 (2 hour minimum unless special arrangements have been made)	400.00
*Rustic Room With Access To Bathroom	\$50	\$200.00
Small Shop (no access inside and to indoor bathrooms if rented by itself – Port A Potty's are required)	Per Event	Per Event
Field only (no access inside except for Lounge and to indoor bathrooms if rented by itself – Port A Potty's are required)	\$20	\$150.00
Special Rate for Field, Lounge, Barn, Meeting Room, Let's Do Business Room and Social Media Room	Please call/per arrangement and season	Please call/per arrangement and season

*Includes Access To Indoor Bathroom

Note:

Non-profit entities (via IRS guidelines) are half-price. Discounts to PN and Claircrest Consulting clients may apply.

Areas have a two hour minimum. Set up and clean up time must be included in hourly rate.

Caterers and other vendors must be pre-approved and additional fees may apply if not listed as a yearly advertiser or sponsor in The Park At Claircrest's publication.

<p>Furnished Loft For Overnight Stay (events only). Note: This room does not include maid service. This is next to the Rustic Room and is a simple but furnished space that includes a bathroom (shared with the Rustic Room) and shower. <i>It does have its own locks separate from the Rustic Room.</i> Requires a \$20 non-refundable deposit to reserve the space.</p>	<p>Day Rate: \$60 a night for under two (2) people (use of queen bed and bathroom). \$80 a night for over two (2) or more people (use of two double beds and two (2) twin beds). Subject to a two (2) night minimum).</p>	<p>Weekly Rate: \$350 for under two (2) people (use of queen bed and bathroom). \$560 for over two (2) or more people (use of two double beds and two (2) twin beds)</p>
<p>RV Parking (summer rates are subject to \$5 per day additional charge). Non-refundable fee must be paid in full to reserve. Limit of six (6) RV spaces per event.</p>	<p>\$20 per night for 30/50 amp with access to water (no dump hookup)</p>	<p>\$120 per week for 30/50 amp with access to water (no dump hookup)</p>