



Harrisonville Community Center
 2400 Jefferson Parkway, P.O. Box 367
 Harrisonville, MO 64701
 Ph: 816.380.8980 Fax: 816.380.8987

Date Submitted: _____
Approx. Time: _____

2019 FACILITY REQUEST FORM

PLEASE NOTE: This is a “REQUEST” form only and does NOT guarantee a reservation. If you do not receive a phone call within 48 hours, please contact Amy Fuller at (P) 816.380.8980 ext. 5999 or (E) afuller@ci.harrisonville.mo.us

ORGANIZATION/CONTACT NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

DAY PHONE: _____ **EVE PHONE:** _____

E-MAIL: _____ **FAX #:** _____

Credit Card: _____ **Exp:** _____

Room(s) Requested: _____

Date: _____

Start Time: _____ **End Time:** _____

(Include Rental Time Needed For Your Set Up & Clean-Up)

Number of people expected to attend the event: _____

Purpose of Rental: _____

Please answer the following questions: (below pertains to the Cass, Harrison, Van Buren & Jefferson Courtyard rooms only)

- | | | | |
|--|-----|----|------------------------|
| 1. Do you plan to serve alcohol at your event (\$25 fee)?
(License, Permits & Insurance Coverage Requirements must be obtained) | YES | NO | |
| 2. Do you plan to have a caterer? | YES | NO | |
| 3. Will you require any Audio or Video equipment (\$20 fee)? | YES | NO | (HDMI/VGA/AUX Capable) |

Check all that apply (There is a \$20 fee for the use of one or all)

- | | | |
|--|--|--|
| <input type="checkbox"/> Cordless Mic. | <input type="checkbox"/> DVD/CD/Blue Ray | <input type="checkbox"/> Overhead Projector /Drop Screen |
| <input type="checkbox"/> American Flag | <input type="checkbox"/> Podium | <input type="checkbox"/> Portable Bar |
| | | <input type="checkbox"/> 32” Flat Screen T.V.
on cart |

4. Please list any preliminary or final set-up requests.
 (Round Tables 60” diameter & seat 8 max; Rectangle Tables are 96”long)

HARRISONVILLE COMMUNITY CENTER

2019 RENTAL RATES

ROOM	HOURLY FEE	BLOCK RATE (4 HOURS)	
Cass Room	\$40.00	\$120.00	<p>*All rentals that occur after normal operating hours will be subject to an additional \$15 per hour staffing charge.*</p> <p>Caterer's Kitchen located in the Cass Room is available with a Cass room rental or a Jefferson Courtyard rental at no additional charge.</p>
Harrison Room	\$33.00	\$ 99.00	
Van Buren Room	\$35.00	\$105.00	
**Cass + Harrison	\$65.00	\$195.00	
Harrison + Van Buren	\$60.00	\$180.00	
**Jefferson Courtyard*	\$95.00	\$285.00	
*(all 3 rooms combined)			
**Cost for swimming or other recreational use of the facility is not included in the rental rate, for more info. please inquire within			

ROOM	HOURLY FEE	BLOCK RATE (4 HOURS)	
Social Hall	\$55.00	\$165.00	<p>*All rentals will require a credit card to be kept on file for any damages incurred during the rental.*</p> <p>(Card will not be charged until renter is made aware of the damages.)</p>
Multi-Use Room	\$35.00	\$105.00	
Gym (1/2 court)	\$45.00	\$135.00	
Gym (Full court)	\$60.00	\$180.00	
Party Pit	\$35.00	\$105.00	
**Cost for swimming or other recreational use of the facility is not included in the rental rate, for more info. please inquire within			

POOL RENTALS (AFTER HOURS ONLY)	HOURLY FEE	
1 - 25 Patrons	\$70.00	<p>*Pool rentals require a minimum of 2 hours & are only available outside of our normal operating hours.*</p>
26 - 50 Patrons	\$80.00	
51 - 75 Patrons	\$90.00	
76 or more Patrons	\$105.00	
Party Pit w/Pool (up to 50 Guests)	\$80.00	

AFTER HOURS PACKAGE	RATES
<p>Includes the use of the following:</p> <ul style="list-style-type: none"> Basketball/Volleyball Courts Swimming Pool (3 consecutive hours only) Jefferson Courtyard (Cass, Harrison & Van Buren Rooms) Audio Visual Equipment Pool Table, Ping Pong Table & Foosball Table 	<p>\$600.00 for 4 hours <u>or</u></p> <p>\$1200.00 for 8 hours</p>

ROOM SPECIFICATIONS

ROOM	SIZE	SQ. FEET	SEATING CAPACITY	MAXIMUM OCCUPANCY (STANDING ROOM ONLY)
Cass	60 x 26	1560	104	223
Harrison	53 x 25	1325	72	154
Van Buren	54 x 30	1620	111	238
Cass + Harrison	113 x 51	2885	176	377
Harrison + Van Buren	107 x 55	2945	183	392
Jefferson Courtyard	167 x 81	4505	287	615
Social Hall	Irregular	4100	273	840

10% DISCOUNT FOR COMMUNITY CENTER MEMBERS