



## 2024 FACILITY RESERVATION APPLICATION

**Parks and Community Services Department**  
 321 North Douty Street, Suite A Hanford, CA 93230  
 Office (559) 585-2529  
 Bparreira@hanford.city  
 Website: [www.cityofhanfordca.com](http://www.cityofhanfordca.com)  
 TDD/TYY, Dial 711

Office Use Only:	
<input type="checkbox"/>	Received: _____ on: _____
<input type="checkbox"/>	Approved: _____ on: _____
<input type="checkbox"/>	Payment: _____ on: _____
Type of Payment: _____	

All potential clients must submit a request to obtain approval from the City of Hanford Parks and Community Services Department to reserve a city facility. No applications shall be issued without city approval and the required facility deposit upon approval. Facility Reservation Application must be submitted 45 days prior to requesting a date(s) and time(s). Submitting a Facility Reservation Application does not guarantee a reservation. NO REFUNDS will be issued if reservation is canceled within 30 days of reservation date(s) and time(s).

APPLICANT INFORMATION:			
PREFERRED COMMUNICATION METHOD (CHECK ONE)			
<input type="checkbox"/> RESIDENCE ADDRESS		<input type="checkbox"/> BUSINESS ADDRESS	<input type="checkbox"/> EMAIL
Business Name:			
Main Contact Name:			
Residence Address:			
Business Address:			
Contact Number:		E-mail:	
Date of Event:		Type of Event:	
Estimate Attendance:		Alcohol Use:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Set Up Time:	to	Event Time:	to
		Clean Up Time:	to

CIVIC AUDITORIUM, CIVIC PARK & COURTHOUSE SQUARE	RESIDENT RATE	NON-RESIDENT RATE	DEPOSIT	FEES TOTAL
Civic Auditorium (Friday/Saturday)	\$500	\$1,000	\$250	
Civic Auditorium (Sunday - Thursday)	\$275	\$800	\$250	
West Wing @ Civic Auditorium	\$100	\$150	\$250	
Kitchen @ Civic Auditorium	\$100	\$150		
Civic Park	\$1,000	\$1,000	\$250	
Courthouse Square	\$150	\$250	\$250	
Electricity @ Civic Park/Courthouse	\$75	\$75		

Restrooms @ Civic Park/Courthouse	\$75	\$75		
<b>VETERAN'S BUILDING</b>	<b>RESIDENT RATE</b>	<b>NON-RESIDENT RATE</b>	<b>DEPOSIT</b>	<b>FEES TOTAL</b>
Veterans Hall/2 <sup>nd</sup> Floor	\$150	\$200	\$250	
Veterans Hall Kitchen/2 <sup>nd</sup> Floor	\$50	\$70		
Veterans Meeting Room/1 <sup>st</sup> Floor	\$50	\$75	\$250	
<b>LONGFIELD CENTER</b>	<b>RESIDENT RATE</b>	<b>NON-RESIDENT RATE</b>	<b>DEPOSIT</b>	<b>FEES TOTAL</b>
Longfield GYM	\$30/hr	\$30/hr	\$250	
<b>THE PLUNGE/CITY POOL</b>	<b>RESIDENT RATE</b>	<b>NON-RESIDENT RATE</b>	<b>DEPOSIT</b>	<b>FEES TOTAL</b>
Plunge/Pool	\$40	\$55	\$250	
Lifeguards	\$155/hr	\$155/hr		
Plunge Arbor	\$25	\$30		
<b>CITY PARKS ARBORS</b>	<b>RESIDENT RATE</b>	<b>NON-RESIDENT RATE</b>		<b>FEES TOTAL</b>
<input type="checkbox"/> Freedom <input type="checkbox"/> Hidden Valley <input type="checkbox"/> Centennial <input type="checkbox"/> Coe	\$45	\$60		
Park Alcohol Permit	\$30	\$30		
<b>ADDITIONAL CHARGES</b>	<b>RESIDENT RATE</b>	<b>NON-RESIDENT RATE</b>		<b>FEES TOTAL</b>
Alcohol Deposit	\$1,000	\$1,000		
Alcohol Permit	\$125	\$125		
Dance Permit	\$5	\$5		
<b>Liability Insurance:</b> <a href="https://www.hubinternational.com/programs-associations/event-insurance/">https://www.hubinternational.com/programs-associations/event-insurance/</a>				
<b>SET UP &amp; TEAR DOWN</b>				
Set Up Time/Tear Down Time	<input type="checkbox"/> \$75(1-50) <input type="checkbox"/> \$105(51-100) <input type="checkbox"/> \$135 (101-200) <input type="checkbox"/> \$165 (201-300) <input type="checkbox"/> \$195 (301-400) <input type="checkbox"/> \$255 (401-500)			
<b>FACILITY HOST/STAFF FEE</b>				
Event Charge (Hourly Fee)	<input type="checkbox"/> \$35(1-200) <input type="checkbox"/> \$52(201-300) <input type="checkbox"/> \$67(301-400) <input type="checkbox"/> \$88(401-500) <input type="checkbox"/> \$105(500+ Special Events)			Total
<b>PROCESSING FEE</b>	\$20	<b>TOTAL:</b>		

Applicant Signature:		Date:	
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