

**Parks, Picnic Pavilions and Recreation Spaces
Rental Request Form**

All space reservations require a refundable \$50.00 deposit.

All deposits must be paid at a Community Recreation Ticket Office location.

(Cancellations must be made 2 weeks prior to event, or deposit will be forfeited)

Type of Event / Location: Personal () Command () / Stingers Park () Pt. Mugu Pavilion ()

Reservation Amount: _____ *COMMAND EVENTS are hosted at no cost Mon – Fri (excluding Holidays)*

Occasion: _____ Date: _____ Start Time: _____ End Time: _____

of Attendees (estimate) _____

Reservation Point of Contact (POC): _____ Phone: _____ Rate/Rank: _____

POC Command/Work Site _____

Personal Mailing Address _____

Email Address: _____

PLEASE ACKNOWLEDGE

Reservation is confirmed only upon completion of this request form and after deposit has been received. The Point of Contact is liable for any vandalism, drugs, disruptive behavior, or other criminal activities in which any guest may be involved during the contracted agreement period. The POC will ensure that vehicles are parked in designated parking areas only, that the party is terminated at the time stated in this contract, and the trash is put in garbage receptacles after the function. If the POC cancels at least two weeks prior to the requested reservation, they will receive a 100% refund. Any cancellation less than two weeks prior to the requested reservation will lose the \$50 deposit. **POC Initials**

REQUEST FOR ON-PREMISE CONSUMPTION OF BEER AND WINE IN THE RECREATION AREA: YES () NO ()

I request permission for on premise consumption of beer and/or wine. I understand that absolutely no hard liquor or glass containers will be allowed in the park area, that no person under the age of 21 may be served alcoholic beverages, and that I will be responsible to institute adequate procedures to ensure this. I further understand that I am responsible for the sobriety of all attendees and I accept responsibility for the conduct of my guests. As a guest of the Commanding Officer, I understand that his/her official representatives, including Officer-of-the-Day, Security personnel, and Recreation Department personnel may direct termination of this event. **POC Initials**

COMMAND ENDORSEMENT

Command Events are hosted at no cost Monday – Friday (excluding Holidays)

Use of the above requested facility is for an Official Function. This Command will take responsibility for the facility indicated above.

OIC/Commanding Officer _____ Ext _____

() Confirmed () Unable to Confirm

FOR MWR EMPLOYEE USE

Name: _____ Signature: _____ Date: _____

Any issues with facilities should be reported to the Port Hueneme Ticket Office 805-982-4284.

Report any emergencies occurring after normal business hours to 805-982-2222.