

Special Use Facility Reservation Request Information Form

Organization/Individual:		Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Special Event <input type="checkbox"/> Class <input type="checkbox"/> Party <input type="checkbox"/> Other		Submittal Date:
Event Date(s):	Rental Start Time (include your set-up):	Rental End Time (include your clean-up):	Number of People in Attendance:	
Purpose of Activity (if a public event, please also list actual event hours):				
Main Contact Name and Title		Email :		Phone:
Address:		City & Zip:		Fax:
EVENT Contact:		Email Address:		Phone DAY OF EVENT:
Alternate Contact:		Email Address:		Phone:

Is this event a fund raiser? Yes No

Historic Heritage Square

113 N. 6th St., Phoenix, AZ 85004 • 602.261.8063 • email: rrhs@rossonhousemuseum.org
All functions must end and cleanup to begin by 11pm. Park closes at midnight by City Ordinance.

Rental Area: Lath House Pavilion Lath House Bay Rosson House Meeting Room

Permits:

Alcohol Permit Amplified Sound Permit Inflatable Permit

I understand that this form is only a request and that my reservation is tentative until 1) a request is approved;
 2) full payment and deposit is received; and 3) a contract is signed.

Print Name _____ Date: _____

Signature _____