



# Kenai Parks and Recreation

## Multi-Purpose Facility Ice Reservation Request Form

332 Airport Way, Kenai, Alaska 99611 (Physical Address)

210 Fidalgo Ave., Kenai, Alaska 99611 (Mailing Address)

(907)283-8261 Office, (907)283-3693 Fax

Name of Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: Hm \_\_\_\_\_ Wk \_\_\_\_\_ Cell \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Purpose of Event and Activities Planned: \_\_\_\_\_

Number of People (Approximately): \_\_\_\_\_

Is the Event: By Invitation Only \_\_\_\_\_ Open to the Public \_\_\_\_\_

**AGREEMENT:** The group or individual sponsoring event and using facility hereby agrees to hold the City of Kenai and its employees harmless from all liability and claims for damages of any nature or kind by reason of any act while on Park Department property. The City of Kenai reserves the right to keep the deposit for any damage arising from the use of said facility. If damages exceed amount of deposit, group or individual sponsoring event agrees to fully reimburse the City of Kenai for cost of repair. It is your responsibility to inform all members of your group of the Park Rules and terms of this agreement. Failure to abide by Rules and Regulations could result in immediate loss of privileges and forfeiture of your deposit.

Reservation Fees: \$145.00

MPF Ice Time: ~~\$135.00~~ per hour + (6%) Tax

### Policy:

- Payment must be made no less 24 hours in advance to confirm reservation.
- Filling out this form does not guarantee the date, time you are requesting.
- MPF Ice may only be reserved October 1<sup>st</sup> through March 15<sup>th</sup>.
- Alcohol consumption prohibited.

Hourly Fee Amount: \$ \_\_\_\_\_ (6%) tax \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

Check # (if applicable): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Administration Use Only

Received By: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Insurance: Yes / No Facility Use Agreement on File? Yes / No

Insurance Received (Date): \_\_\_\_\_ Reservation Confirmed (Date): \_\_\_\_\_

The City of Kenai reserves the right to cancel an event due to unforeseen circumstances. If the City of Kenai cancels the event you have the option of selecting a new date or requesting a full refund.