



# Hayward Area Recreation and Park District

## Inquiry for Rental of a H.A.R.D. Facility

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

If it is for an Organization, please fill out the organization information below:

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Organization Phone: \_\_\_\_\_

### Event Information:

Expected Attendance: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Type of Event (i.e. picnic, wedding, birthday, etc): \_\_\_\_\_

Requested Date of Event: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Times: Setup Start: \_\_\_\_\_ Event Start: \_\_\_\_\_ Event End: \_\_\_\_\_ Clean Up: \_\_\_\_\_

Facility/Facilities Requested: \_\_\_\_\_

Will you be collecting an entrance fee onsite? Yes \_\_\_ No \_\_\_ If yes, what is the fee? \_\_\_\_\_

Will participants pay a fee in advance to participate? Yes \_\_\_ No \_\_\_ If yes, what is the fee? \_\_\_\_\_

Is it a free event? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this a private event? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this event open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this event for minors under age 18? Yes \_\_\_\_\_ No \_\_\_\_\_

Please note this form is for non-reservable parks, indoor facility rentals & special events only. Reservable picnic sites and tennis courts are available for reservation at: Online Reservations