

# HUMBOLDT BAY AQUATIC CENTER

Address: 921 Waterfront Drive, Eureka, CA 95501

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## RESERVATION REQUEST FORM

Today's Date:

Organization Name:

HSU  Non-Profit  Government  Other \_\_\_\_\_

Mailing Address:

City:  State:  Zip:

Organizer:

Email:

Phone:  Fax:

HSU Affiliation (if applicable)

**Name of Event:**

Date(s) of Event:

Time of Reservation: Arrival (including set-up):  Departure:

Time of Event: Event Starts:  Event Ends:

Number of Participants: Minimum Attendance:  Maximum:

Will food and/or beverages be brought into the facility?  Yes  No

Will alcohol be brought into the facility?  Yes  No

Desired Room Number(s):  110  203  Kitchen  208  211  212  214

Conference: Tables arranged in a U-shape with surrounding chairs.  
 Classroom: Tables and chairs arranged facing one direction with a table at the front.  
 Custom:  Banquet  Theater  Standing Room  Other \_\_\_\_\_

\*Requires HBAC Approval

Equipment Requested:   
(Choose From: easel, laptop, projector, mic, speakers, lectern, podium, DVD and Blu Ray.)

Services Requested:   
(Please refer to services offered in the HBAC rental policy.)

### Office Use Only

Date Received:

#### BOOKING DETAILS:

*Rental Fee Calculation:*

**Rental Fee Total: \$**

#### RENTAL CONFIRMATION:

Contract #:

Date Contract Sent:

Contract Received:

Entered into Google:

Alcohol Approved:  HSU

HBAC

#### PAYMENT INFORMATION:

Deposit/Balance:

Paid in Full:

Entered into Spreadsheet:

**Please note that your request is not a confirmed reservation until you have returned a signed copy of the HBAC rental contract.**

This form last updated February 9, 2017