



2025 FACILITY RESERVATION APPLICATION

Parks and Community Services Department

321 North Douty Street, Suite A

Hanford, CA 93230

Office (559) 585-2525

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Website: www.cityofhanfordca.com

TDD/TYY, Dial 711

Office Use Only:

☐ Received: _____ on: _____
☐ Approved: _____ on: _____
☐ Payment: _____ on: _____
Type of Payment: _____

All potential clients must submit a request to obtain approval from the City of Hanford Parks and Community Services Department to reserve a city facility. No applications shall be issued without city approval and the required facility deposit upon approval. Facility Reservation Application must be submitted 45 days prior to requesting a date(s) and time(s). Submitting a Facility Reservation Application does not guarantee a reservation. NO REFUNDS will be issued if reservation is canceled within 30 days of reservation date(s) and time(s).

APPLICANT INFORMATION:			
PREFERRED COMMUNICATION METHOD (CHECK ONE)			
<input type="checkbox"/> RESIDENCE ADDRESS		<input type="checkbox"/> BUSINESS ADDRESS	
<input type="checkbox"/> EMAIL			
Business Name:			
Main Contact Name:			
Residence Address:			
Business Address:			
Contact Number:		E-mail:	
Date of Event:		Type of Event:	
Estimate Attendance:		Alcohol Use:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Set Up Time:	to	Event Time:	to
		Clean Up Time:	to

CIVIC AUDITORIUM, CIVIC PARK & COURTHOUSE SQUARE	RESIDENT RATE	NON-RESIDENT RATE	DEPOSIT	FEES TOTAL
Civic Auditorium (Friday/Saturday)	\$500	\$1,000	\$250	
Civic Auditorium (Sunday - Thursday)	\$275	\$800	\$250	
West Wing @ Civic Auditorium	\$100	\$150	\$250	
Kitchen @ Civic Auditorium	\$100	\$150		
Civic Park	\$1,250	\$1,375	\$250	
Electricity @ Civic Park/Courthouse	\$75	\$75		
Restrooms @ Civic Park/Courthouse	\$75	\$75		

VETERAN'S BUILDING	RESIDENT RATE	NON-RESIDENT RATE	DEPOSIT	FEES TOTAL
Veterans Hall/2 nd Floor	\$150	\$200	\$250	
Veterans Hall Kitchen/2 nd Floor	\$50	\$70		
Veterans Meeting Room/1 st Floor	\$50	\$75	\$250	
LONGFIELD CENTER	RESIDENT RATE	NON-RESIDENT RATE	DEPOSIT	FEES TOTAL
Longfield Gym (full)	\$50/hr	\$50/hr	\$250	
Longfield Gym (half)	\$30/hr	\$30/hr	\$250	
THE PLUNGE/CITY POOL	RESIDENT RATE	NON-RESIDENT RATE	DEPOSIT	FEES TOTAL
Plunge/Pool	\$50	\$75	\$250	
Lifeguards	\$25/hr	\$25/hr		
Plunge Arbor	\$30	\$35		
CITY PARKS ARBORS	RESIDENT RATE	NON-RESIDENT RATE		FEES TOTAL
<input type="checkbox"/> Freedom <input type="checkbox"/> Hidden Valley <input type="checkbox"/> Centennial <input type="checkbox"/> Coe	\$45	\$60		
Park Alcohol Permit	\$30	\$30		
ADDITIONAL CHARGES	RESIDENT RATE	NON-RESIDENT RATE		FEES TOTAL
Alcohol Deposit	\$1,000	\$1,000		
Alcohol Permit	\$125	\$125		
Dance Permit	\$5	\$5		
Liability Insurance: https://www.hubinternational.com/programs-associations/event-insurance/				
SET UP & TEAR DOWN				
Set Up Time/Tear Down Time	<input type="checkbox"/> \$75(1-50) <input type="checkbox"/> \$105(51-100) <input type="checkbox"/> \$135 (101-200) <input type="checkbox"/> \$165 (201-300) <input type="checkbox"/> \$195 (301-400) <input type="checkbox"/> \$255 (401-500)			
FACILITY HOST/STAFF FEE				
Event Charge (Hourly Fee)	<input type="checkbox"/> \$40(1-199) <input type="checkbox"/> \$57(200-299) <input type="checkbox"/> \$72(300-399) <input type="checkbox"/> \$93(400-499) <input type="checkbox"/> \$115(500+ Special Events)			Total
PROCESSING FEE	\$20	TOTAL:		

Applicant Signature:		Date:	
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