



Harden Foundation Estate Facilities

Event Reservation Request Form

Name of organization requesting to use the facilities:

Contact Person for the event: _____

Mailing Address: _____

City: _____ State ____ Zip _____

Contact Phone Number: _____

Contact Email address: _____

Date you are requesting to have the event: ____ / ____ / _____

Time period you are requesting to have the event: _____ to _____

Purpose of event:

Estimated Number of people attending the event: _____

We are requesting to use the: *(Please check all that apply)*

- Bunkhouse Conference Room (capacity is limited to 50 people)
- Harden Home inside (capacity is limited to 100 people)
- The Patio Area (capacity is limited to 100 people)

Authorization

By signing below, the signing person certifies that he or she is authorized to represent the Nonprofit Organization and that he or she has read, understands and will comply with the Harden Foundation's Rules, Regulations and Policies on the use of the Facilities.

Signed: X _____ Date ____ / ____ / ____

Print Name and Title: _____

Please return this completed Form to the Harden Foundation office as soon as possible:
Lydia@hardenfoundation.org; Fax: (831) 443-1429; P.O. Box 779, Salinas, CA 93902

Approved by Harden Foundation: By:

Date

FORM: HF65