



Booking Request Questionnaire

Booking Guarantee

These (5) items must be submitted:

- Signed Rental Contract (A counter-signed copy will be returned to you)
- Deposit Payment (A final invoice will be sent following the event showing total fees and balance due.)
- Event Plan (Including detailed schedule, equipment, setup, vendors, etc.)
- Concussion Head Injury Supplement Form (for events with sport or physical activities)
- Insurance Certificate

Failure to submit all five (5) may result in cancellation if not submitted within ten (10) days of the signed contract.

Organization Details

Organization Name: _____

Contact Name: _____

UBI or EIN: _____

Contact Number: _____

User Level: 1 1a 1b 2 2s 3 4 5

Contact Email: _____

For levels 2 & 3 a UBI is required, otherwise for-profit rates apply.

Billing Information

Name: _____

City: _____ State: ____ Zip: _____

Address: _____

Email: _____

Phone: _____

Event Details

Event Name: _____

Day-of Contact Name: _____ Day-of Contact Number: _____

Load-in Date(s): _____ Event Date(s): _____ Load-out Date(s): _____

Time(s) (In/Out): _____

Type of Event: _____
Please Briefly Describe

Anticipated Attendance: _____ Are You Charging Admissions: No Yes How Much: _____

Areas Requested

Turf Field, Track, &
Grandstands:

Locker Rooms:

North Grandstands:

Throwing Area:

Parking Lot Only:

Press Boxes:

North Restrooms:

North Lawn:

Conference Room:

North Ticket Office:

Restricted Items and Activities

The following is a list of restricted items and activities on the grounds, including the parking lots at the Renton Memorial Stadium:

- Food Trucks and Mobile Food Facilities
- Open Flame Grills (Propane or Charcoal)
- Generators
- Pyrotechnics including CO₂
- Remote controlled cars
- Scooters, hover-boards, Segways, and similar devices (automated and non-automated)
- Bicycles (inside the facility)
- Motorized vehicles (inside the facility)
- Confetti

Important: If your event requires one of these activities, please speak with the Facility Rental Manager prior to booking. Review of event plans, location, and purpose will be conducted. Approval is not guaranteed and these activities and items may warrant an event shutdown if they occur without prior approval.



Rental Contract

Equipment Requested

Microphones: Quantity: _____

Radios: Quantity: _____

Scoreboard:

Tables: Quantity: _____ Location(s): _____

Chairs: Quantity: _____ Location(s): _____

Cones or Field Markers: Quantity: _____ Location(s): _____

Signage: Specifics & Location(s): _____

Important: The use of district equipment is not guaranteed. While we work to ensure everything is in working order, we provide it without warranty.

Other Equipment Requested:
(Please Describe)

Misters: Quantity: _____ Location(s): _____

Stanchions: Quantity: _____ Location(s): _____

Pedestrian Fencing: Quantity: _____ Location(s): _____

Company Switch: **Note:** The company switch, available under the center stairs of the North Grandstands, is 200 AMP, 3-Phase, Camlock.

Concessions

Groups renting the Renton Memorial Stadium have the option to select from one of the following concession packages. This is not required but does allow for additional services for the spectators and event goers. If one of the packages does not meet the needs of the event, we are open to discussion on expansion. Each package has a minimum charge, which includes a four-hour minimum. Additional hours can be added in two-hour blocks for an additional charge.

No Concessions

Package 1 (Small Concessions)

- Main Stands (Home Side) Only
- Limited Concessions Menu – Beverages and packaged chips and candy.
- Two staff members during the event.

Package 2 (Medium Concessions)

- Main Stands (Home Side) Only
- Full Concessions Menu – Beverages, packaged chips, candy, and hot food options.
- Four staff members during the event.

Package 3 (Full Concessions)

- Main & North Stands (Home & Visitor)
- Full Concessions Menu – Beverages, packaged chips, candy, and hot food options.
- Six staff members during the event.

Note: See the Facility Rental Handbook for the current package rates.