



LOT/VENUE RESERVATION REQUEST FOR RIDE/EVENT

Date Received (office use only):	
Form Accepted by (office use only):	
Reviewed by (office use only):	
Date Reviewed (office use only):	

Due to the volume of requests **Lot/Venue Requests submitted less than 45 days in advance may not be approved.** Forms must be filled out clearly and completely in order to be processed in a timely manner. Events involving Open Flames, Food, Tents, Vendors and/or Larger Gatherings require additional approval time. A dealership representative will contact you within five (5) business days of receiving this document to confirm the date and time requested.

**RIDE/EVENT CONTACT:**

Requestor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Club/Organization: \_\_\_\_\_ Nonprofit? (Please check):  No  Yes

Co-Sponsor(s): \_\_\_\_\_

Organization Representative to be present at and responsible for event: \_\_\_\_\_ Phone: \_\_\_\_\_

**RIDE/EVENT INFORMATION:**

RIDE/EVENT NAME: \_\_\_\_\_  
 (Name to be listed on Public Calendars)

REASON FOR RIDE/EVENT: \_\_\_\_\_

COST/DONATION PER RIDER:  Free  Charge: Amount \$ \_\_\_\_\_

RIDE/EVENT DATE	REGISTRATION OPEN TIME	KSU TIME	BEGINNING LOCATION AND TIME	ENDING LOCATION AND TIME	ANTICIPATED NUMBER OF MOTORCYCLES AND/OR ATTENDANCE

Is There a Rain Date? (Please check):  No  Yes If yes, please provide the date: \_\_\_\_\_

Will Security be Used? (Please check):	<input type="checkbox"/> No <input type="checkbox"/> Yes
Number of Tables Requested (please circle):	1      2      3      4
Number of Trash Bins Requested (please circle):	1      2      3      4
Stage Access for Music/Announcements? (Please check):	<input type="checkbox"/> No <input type="checkbox"/> Yes
Will refreshments be served? (Please check):	<input type="checkbox"/> No <input type="checkbox"/> Yes. Who will provide them? _____
Will minors be in attendance? (Please check):	<input type="checkbox"/> No <input type="checkbox"/> Yes
Will this event generate media coverage? (Please check):	<input type="checkbox"/> No <input type="checkbox"/> Yes

**SIGNATURE IS REQUIRED on the reverse side of this form. Reservation will not be processed without signature.**

# POLICIES

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- Confirmation will be made by Mountain Creek Harley-Davidson to the main contact no later than 45 days prior to the reservation at which no further changes in requests reservation agreement are guaranteed.
- Mountain Creek Harley-Davidson does not permit outside alcoholic beverages on premises
- The Group, Club or Organization will not use the premises for illegal purposes or in any manner that could tarnish the reputation of Mountain Creek Harley-Davidson.
- The Ride/Event must not disrupt or adversely affect the normal operation of the business.
- The Group, Club or Organization hosting the ride/event is responsible for clean-up after the ride/event. A charge will be assessed if this is not met.
- The event must end and be cleaned up at least one (1) hour prior to the close of the dealership
- Mountain Creek Harley-Davidson may provide trash bins and tables upon request (first come, first serve basis. Please make request on front of document).
- Mountain Creek Harley-Davidson may restrict access to the premises for any reason immediately before and after your time has started and expired.
- The Group, Club or Organization shall not use the name of Mountain Creek Harley-Davidson, any trade name, service mark, trademarks, acronym or logo of the Harley-Davidson Motor Company, advertising or any other publication without prior written consent.

Mountain Creek Harley-Davidson reserves the right to end the event or refuse future privileges to groups, clubs, individuals that violate the regulations.

**BY SIGNING BELOW:**

You indicate that you have read and understand this document. You agree to adhere to the policies set forth by Mountain Creek Harley-Davidson as well as State Laws.

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

***THIS REQUEST MAY BE SUBMITTED ELECTRONICALLY, IN PERSON, OR MAIL.***

***SUBMIT ELECTRONICALLY TO: [CONTACTMC@THECREEKHDL.COM](mailto:CONTACTMC@THECREEKHDL.COM)***