

**Memorial Park Warming House Reservation Form**  
**Email to: kperrodin@helenamt.gov if you are filling this out online.**

Date: \_\_\_\_\_

Date of Party: \_\_\_\_\_ Time of Party: From \_\_\_\_\_ Until \_\_\_\_\_

Name of Reserving Party: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Type of Reservation: (Choose One)**

- 1.) No staff present, entire Warming House and Rink - LESS than 4 hours - \$70
- 2.) No staff present, entire Warming House and Rink - MORE than 4 hours - \$140
- 3.) Staff Present, entire Warming House and Rink - \$30 per hour
- 4.) Party Room rental during regular hours - \$25 for 3 hours

**All rentals require:**

- \$20 application fee

Rental fee returned if party is canceled within ten business days, temperature on the date and time of reservation is below zero or ice is deemed unsafe by management. Make checks out to Helena Parks and Recreation.

**Party Room Rentals Require:**

- \$50 damage deposit due upon reservation.

**Entire Warming House and Rink Rentals Require:**

- \$100 damage deposit due upon reservation.

**Damage deposit is returned if:**

- \* Warming House is occupied during designated rental time ONLY, including set up & clean up.
- \* After use, Warming House is picked up and furniture is placed in original locations.
- \* Food, crumbs and garbage are cleaned up and thrown away in designated garbage cans.

Deposit will be returned after the party if damage deposit terms and conditions are met in full.

**After hours rentals with no staff present also require:**

A Key Checkout Form, picking up the key at the Parks and Recreation office during regular business hours and returning it to the Parks and Recreation office located at 316 N Park Ave Room 405 Helena, MT 59623.

**Terms and Conditions - PARTY ROOM RESERVATION**

- Food, desserts and non-alcoholic beverages are allowed in the party room.
- Party room rentals occur during SCHEDULED rink hours and use the rink at the same time as other patrons.
- The rental cost just reserves the party room and party attendees must still pay an entrance fee.
- Helena's City parks and facilities are tobacco and nicotine free.

**Terms and Conditions - ENTIRE WARMING HOUSE AND RINK RESERVATION**

- Food, desserts and non-alcoholic beverages are allowed in the Warming House.
- If renting the Warming House with no staff, it is understood that no one will be present at the Warming House to help with tasks like shoveling snow, turning on lights, organizing skates or handing out concessions.
- If renting the Warming House with no staff, concession food and drinks are off limits and not for sale.
- If renting the Warming House with no staff, the Warming House must be returned to its original condition before the damage deposit will be returned.
- Helena's City parks and facilities are tobacco and nicotine free.

Signature: \_\_\_\_\_

Your signature above indicates that you have fully read and understand the terms, conditions and pricing listed.